SCHOOL OF PUBLIC HEALTH

UIC

RESUME TIPS

Include your name and credentials on top, bolded in 18-20 font

Include physical address • city • phone number • professional email • and short LinkedIn URL

OVERVIEW

- Limit your resume to 1 page (2 max – depending on type of organization and years of experience – know your audience!).
  - Use a 10 point font minimum (11 preferred); use emphasis/bold sparingly
  - Keep margins at 0.5" at a minimum (printer-friendly)
- Keep formatting/style consistent. Small oversights indicate apathy
  - Use same font, indent bullet points at same distance, etc.)
  - Acceptable fonts (not exhaustive): Arial, Arial Narrow, Book Antiqua, Calibri, Garamond, Palatino Linotype, Times New Roman, and Verdana
- Simplify to only 3 or 4 sections (Professional Experience, Education, Additional Relevant Sections)
  - Include Overview/ Profile/ or Summary of Qualifications summary (3-5 lines with a snapshot of your skills and experience as it relates to the position and targeted audience)

PROFESSIONAL EXPERIENCE

Organization **Chicago, IL**

Position *August 2015 - Present*

- Lead with Experience (before Education) section unless currently a student
- Format your experiences in reverse chronological order (most recent first)
  - Each entry should have 4-5 main bullets with 3-4 sub bullets max
- Use proactive, **results-oriented** language (start with action verbs)
  - Do not hyphenate or abbreviate (e.g. APHA) to save space. Simplify language; remove superfluous words
  - Add metrics and specifics in sub-bullets to add context. Quantify
  - E.g. "Streamlined 50+ federal processes with 5-member team; $10K annual savings"

EDUCATION

University **Chicago, IL**

Degree (Concentration) – M.P.H. in Health Policy and Administration *Expected May 2018*

- **GPA:** Include if >3.5/4.0 – otherwise do not; include strong test scores (optional)
- **Distinctions:** Do not break into a separate section and quantify accomplishments
  - E.g. "2016 Donaldson Award for top student (of 2,000+) in academic excellence"

ADDITIONAL SECTIONS (this is customized based on your target audience)

- **Languages:** include basic to advanced levels of proficiency
- **Professional Affiliations:** Include professional memberships
- **Technical:** Include only specialized software – not MS Word – (e.g. MS Excel, SAS, SPSS, etc.)
- **Other:** Include Certification, Community/Volunteering, etc. sections
- **Additional sections:** Leadership, Capstone, Projects, Thesis, Publications, Relevant Coursework

Please note that these are general tips; remember that a resume format varies by industry (e.g. usajobs.gov for government resume styles). Create core resume of all info, and always tailor your resume to your targeted audience.

Tip sheet created by Hamza Obaid – Alumni Board, Student Outreach Committee member