

If you have a Master's degree, add it into your first bullet to highlight your education.

1" Margins on all sides—may reduce bottom/sides slightly if needed.

Name is the BIGGEST item on page—bigger than the headings too!

“Dedicated Professional” “Talented Educator” or “Bilingual Project Manager” are good examples. Any professional title that describes your experience as related to job applying for can be used.

JOHN DOE

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Key Qualifications Category is MUCH better than Objective— tailor your bullets to job you're applying for—work in key words from job description—generally 3 or 4 bullets is sufficient.

Tailor each bullet using keywords from the job posting. Quantify your skills whenever possible.

KEY QUALIFICATIONS

- Dedicated professional with [*M.A. and*] over 3 years experience in domestic and international public health, including public health outreach and client services.
- Fluent in Spanish and English (oral and written).
- Proven project management and leadership skills in diverse multicultural settings.
- Qualify for Noncompetitive Eligibility for federal hire based on successful Peace Corps service.

Only list NCE when applying to federal government jobs

PROFESSIONAL EXPERIENCE

BE CONSISTENT on your posting format (i.e. Organization or Title first). For a traditional resume, list experience in reverse chronological order (most recent first).

Peace Corps

Health Education Facilitator (Guatemala City)

Guatemala
Sept. 2009 – Dec. 2011

USE -ED ACTION WORDS/ fragment sentences (No "I").
Avoid repeating action words—use synonyms instead.

- **Facilitated** school health program designed to reduce common illnesses and diseases among school-age children in rural Guatemala.
- **Evaluated** program effectiveness encompassing 15 teachers and 500 students.
- **Managed** distribution of funds from the U.S. for 3 scholarship recipients.
- **Prepared** case studies on livelihood and illnesses of Guatemalan villagers.
- **Created** social maps for water and sanitation project in community of 300 beneficiaries.
- **Collaborated** on HIV/AIDS training for over 30 village women.

Quantify your skills whenever possible (i.e. number of years experience or clients served).

Use past tense for all jobs other than your current job.

Bridgeport Pharmacy

Pharmacy Technician

Anytown, WA
July 2009- August 2009

- Provided efficient and effective client care; pre-filled insulin syringes and prepared IVs.
- Compounded creams and suspensions for use on specific nursing home patients.
- Required attention to detail and broad knowledge of over 200 of most commonly used medications.

List month and year for each job. [If only year is listed, employers may think you are trying to hide large employment gaps.] Smaller gaps in employment are generally not a big issue. Even longer gaps in bad economy are OK.

Bullets are much easier to browse than paragraphs. Remember the average employer's first glance at a resume is only 8-12 seconds.

Puget Sound Health System

Pharmacy Technician Intern

Tacoma, WA
June 2008-July 2009

- Prepared IVs for medical use; input prescriptions and updated drug database.
- Monitored and maintained medication levels in Emergency Room Accu-dose machine.
- Demonstrated thoroughness and attention to detail in filling outpatient prescriptions and inpatient medication orders.

Community Health Care

Interpreter/Scheduler (Temporary)

Tacoma, WA
June 2008 -Sept. 2008

- Provided interpretation services between staff and patients (Spanish/English).
- Facilitated client access to broad range of clinical services.

Create a Master Resume with all previous experience listed. When making a job-specific resume, pull the key points from the Master that relate the most to the qualifications listed in the job announcement.

A one page resume is great, but two pages may be used if experience warrants. Recommend filling second page completely without 'fluff' or fitting to one page. Also, remember to use page numbers (Page 1 of 2, Page 2 of 2).

Tacoma Community House

Adult Literacy Tutor (work-study)

Tacoma, WA

Jan. 2007-May 2007

- Tutored students preparing for GED exams in reading, writing, and math.
- Taught math necessary for college entrance exams and general living skills.
- Demonstrated patience and flexibility in aiding and supporting literacy-challenged adults to improve basic reading and writing skills.

Either write month out or use an abbreviation vs. numbers. Writing 06/06 makes it harder to read for the employer.

Tacoma General Hospital

Unit Secretary (temporary)

Tacoma, WA

June 2006-Oct. 2006

- Independently handled information requests for doctors and nurses in ICU.
- Maintained patient charts; filed reports and test results; scheduled lab work.
- Transcribed doctors orders and managed patient admits.
- Exhibited cultural sensitivity and a commitment to confidentiality in dealing with diverse health issues.

Support Partner

Dec. 2005-June 2006

- Provided safe, clean environment for delivery of patient care in Primary Care Unit (PCU) within a 400-bed hospital.
- Ensured safe transport of patients, supplies, and materials as needed.
- Responsible for the inventory and stocking of patient care supplies for the department.

EDUCATION

Generally, list EDUCATION after the PROFESSIONAL EXPERIENCE section, unless you are applying for education/research jobs. Seeing education first may give the employer the impression of "Recent graduate, no experience!"

Pacific Lutheran University (Tacoma, WA)

Bachelor of Arts, Biology, Minor: Psychology

May 2009

- Graduated with honors (3.75/4.0 cumulative GPA)

If you do not have your Master's degree, consider listing a second entry to "beef up" your education. (Study Abroad, PST, etc.).

Study Abroad: Universidad de San Francisco (Quito, Ecuador)

Fall, 2006

Peace Corps Pre-Service Training (Santa Lucia, Guatemala)

Sept. 2009-Dec. 2009

- Intensive 3-month field-based training consisting of 138 hours Spanish language, 110 hours technical training (health education), and 68 hours cross cultural training.
- Lived and interacted successfully with Guatemalan host family during community-based training.

Special skills and trainings are a great place to put computer, language and other skills. Can also label this section "Relevant skills and certifications" (tailor it to the job skills/duties).

SPECIALIZED SKILLS & TRAININGS

- **Computers:** Proficient in Microsoft PowerPoint, Word, Excel and Publisher
- **Languages:** Fluent Spanish (oral and written); basic Nepali
- **Certification:** American Red Cross CPR & First Aid (2009)
- **Trainings:** Foundation Center Project Proposal/Grant Writing workshop (Feb. 2009); Budgeting/Financial/Management workshop (2008)

Note: It is OK for Federal Resumes to be longer than one or two pages as additional info is required

One preferred alternative for 2-page resume is to list name, p. 2 of 2 at TOP of second page vs. at bottom (leave 'page number at bottom of first page).