

## Resume

The resume is a professional document that the Healthcare Leadership Committee will review during the application process. Below, we present sections of the resume that are necessary to include on this document. We also provide online resources to support the development of the resume.

The one-page resume should include the following sections:

- **Name (include contact information after your name, this can include email address, cell phone number)**
- **Education (include degrees if applicable, date of graduation, special honors if applicable)**
- **Employment (arrange from most recent to least, include dates, position titles and brief description of duties/responsibilities in bulleted format)**
- **Community Service (include dates, name of organization(s) and brief description of duties in bulleted format)**
- **Certifications (example: CPR)**
- **Awards, Honors (this can include any special recognitions received including high school awards/honors)**

See below, some resources to help you design the one-page resume

- **Resume templates available on Microsoft Word**
  - <https://templates.office.com/en-us/resume-templates>
- **Resume Help – <https://www.resumehelp.com/>**
  - Offers an online tool to help write your resume
  - Offers examples based on job title

*Note: this example resume used Arial 10- and 11-point font*

Your Name

Your Address

**Education** *(put the recent degree first)*

20XX -20XX

Name of the School

City, State

Degree Obtained

**Employment or internships or work study** *(put the recent job first)*

20XX – present

Starbucks Barista

City, State

Duties: (Make sure to highlight any leadership)

20XX – 20XX

Other employment

**Community service** *(put the recent first)*

20XX – 20XX

Name of the organization

City state

Duties: make sure to highlight any leadership

**Certifications**

For example - American Heart Association CPR

**Awards/ Honors**

**Special Skills (example: Languages spoken)**