

Resumes & CVs for MPH Students



Connecting students to global careers!

Paul Hutchinson
Asst. Director, Career Services
phutchin@jhsph.edu
2017 E. Monument St.
410-955-3034

RESUMES



Resumes vs. Curriculum Vitae (CV)

Question: When should I use a CV as opposed to a resume?

Answer:

When applying to academic, international, federal government and fellowship opportunities. Mainly used in medical, academic and research professions

Question: How are CVs different than resumes?

Answer:

CVs can be much longer than resumes

Provides an exhaustive list of all your experiences

CVs have many more headers than resumes



Key Differences

RESUME

- Position-Driven
- More than one
 - Avoid “one size fits all”
- Focused
- Must be tailored
- Strong emphasis on content & action verbs

Curriculum Vitae (CV)

- Exposé of work life
- Only one
 - Continuous catalog
- Overarching
- Can be tailored
- No emphasis on content & action verbs



Resumes/CVs – First impressions

Top two things to remember...

1. Relevancy

2. Clarity

The purpose of any
resume/CV is to get ...



TO GET AN INTERVIEW!!!!!!!



Questions to ask yourself

Who is my intended audience?

What is my biggest selling piece?

Is a CV or resume better suited?

What resume format do I want?
Functional/Chronological?

Do I have a job/position announcement to refer to?

How many pages?



Popular Resume Formats

Chronological (Michelle Bloomberg)

- Reverse date order (present to past) & most popular style
- Emphasis on job titles and organizational names
- Generally used by people with stable work histories to show upward progression
- Can categorize based on experience

Functional (Paige Health)

- Focuses on transferable skills and qualifications of the individual
- Categories are defined by what you want to highlight
- Can neatly organize cumulative experience at different places and times
- Be sure to include the work history



Parts of a resume – Contact Info & Profile

Profile

- Emphasizes your qualifications up-front
- Match your qualifications to what the employer is looking for
- Designed to draw the reader in and to give an overview of who you are and what you bring to the table
- 2 to 3 sentences long
- Supported by your content in your resume

John Hopkins

2017 E. Monument St.
Baltimore, MD 21205

410-955-3034 • jhopkins@jhsph.edu

Tip: Be sure the voicemail message on for your listed phone number is professional sounding.

Tip: Think of the profile as your “30 second commercial” or “elevator speech” on paper.

Contact Information

- Proper Name
- Address where you may be reached
(local and/or permanent OK)
- Telephone Number
(Home or cell phone are fine)
- Email (check junk mail)
- Be sure to include zip and area codes

PROFILE

Master of Public Health Candidate concentrating in child and adolescent health. Health educator with over 6 years experience in both domestic and international settings. Researcher and community organizer with a strong focus towards improving the quality of life through health communication and cooperation with local governments. Fluent in Spanish, French and Russian.



Education

EDUCATION

Master of Public Health (MPH)

Expected May 2011

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Concentration: Child and Adolescent Health

Relevant Coursework: Principles of Human Nutrition, Prenatal & Infant Growth & Development, Maternal & Child Health Legislation and Programs, Child Health and Development, Infectious Diseases and Child Survival

Honors: Sommer Scholar

Capstone Project: *Just capstone project title is necessary*

Bachelor of Arts in Government

May 2008

Walden University, Middleburg, PA

Tip: It's a good idea to indicate your coursework to highlight how your academic training prepares you for the position desired.



Experience

PUBLIC HEALTH EXPERIENCE

Health Educator/Treasurer

Aug. 2009-present

Latinos for Progress, Baltimore, MD

Latinos for Progress is a non-profit organization focused on providing Hispanic health outreach services, including HIV/AIDS prevention and diabetes/ obesity prevention.

- Administer HIV/AIDS testing for Baltimore's Latino population
- Counsel participants on health issues and help navigation of the public health system
- Act as a Spanish-English Translator for participants and medical staff
- Provide health and legal information and support to callers
- Manage 3 multi-thousand dollar grants
- Serve as member of the executive committee and the Community Health Advisory Board

Tip: Be sure to use correct tense; current positions should have present tense action words.



Publications/Presentations and Professional Development

PUBLICATIONS/PRESENTATIONS

Jordan M, Pink J, Ling E, Hopkins, J (2007). U.S. Mesothelioma Patterns 1973-2002: Indicators of Risks and Background Rates. *Epidemiology Journal*. In press.

Important to remember

- Any research projects/publications/other projects that you participated in
- Great if you don't have a great deal of professional experience
- Bold your name when listing publications

PROFESSIONAL DEVELOPMENT

Computer Skills: Microsoft Office Suite, STATA, SPSS

Languages: Spanish (Fluent), Guaraní (Conversational)

Memberships: American Public Health Association (2008–present); Global Health Council (2007-present); Maryland Public Health Association (2008-present)

Important to remember

- Designed to showcase additional work and effort undertaken to develop yourself professionally
- Memberships in student organizations, national associations, volunteer work, committees, etc.
- Prioritize your involvement by listing the areas directly related to your career goals first
- A great way to show transferable skills and your leadership abilities



References

References

- Title (centered on top of page)
- Name
- Position/Title
- Agency/School/Company
- Work address and phone number
- Email address
- List three to five professional references that can speak about your work values and ethics
- If a certain number of references is specified, provide that exact number

Dr. John Bloomberg, PhD
Director, Health Economics Program; Director, Center for American Health;
Professor, International Health
Department of International Health
The Johns Hopkins Bloomberg School of Public Health
615 N. Wolfe St., Baltimore, MD 21205
Phone: 410-955-1111
Email: jbloombe@jhsph.edu

Dr. Jackie Daras, Ph.D., M.A.S., M.A.
Assistant Scientist, Faculty
Department of Population, Family, and Reproductive Health
The Johns Hopkins Bloomberg School of Public Health
615 N. Wolfe St., Baltimore, MD 21205
Phone: 443-687-9889
Email: jdaras@jhsph.edu

Dr. Michelle Morris, MD
Professor
Department of Adolescent Health
Columbia Medical College
212 Main St., Easton, CT 06030
Phone: 203-621-9243
Email: m_morris@cmc.edu

Tip: Generally a filler line on the resume. You should have a separate sheet listing your references.



MPH Specifics

- Emphasize Skills & Experience + your new education
- Use different resumes/CVs for different jobs
 - Customizing/Tailoring is the key
- Add more detail for research jobs -similar to project mgmt.
 - Data analysis, literature review, etc.
- List your Capstone Project in the Education section
 - Experience section if work is substantial
- Highlight language fluencies in profile
- Include relevant public health volunteer activities in separate category under experience or in professional development



MPH Specifics

Since the background and experience for most MPH students can vary, try to create common categories for experience. For example:

- Public Health Experience
- Research Experience
- Teaching Experience
- Clinical Experience
 - If you only have clinical experience, emphasize the public health aspects of those positions

Focus on creating resumes based on *what you've done before* and *what you want to do in the future*

Resume #1 – (Past experience)

- Highlights accomplishments from past experience – return to similar area (at a higher level) with new academic training after grad.

Resume #2 – (Future experience)

- Highlights accomplishments at school and how background and new academic training can translate into future performance as employee



My Suggestions

Have one template, base resume/CV – internal document

Avoid “cookie-cutter” – one size *does* not fit all

Make your resume/CV easy to scan over quickly – outline

Education = biggest selling piece!!!

Proofread several times

PROFESSIONAL DEVELOPMENT section - Catch-all area

Lose the objective statement – have a profile



CVs



Curriculum Vitae (CV)

Michelle Bloomberg, MSc

Key Characteristics

Exposé of your work life which reflects abilities as a teacher, researcher, and scholar

Listing of education and academic background

PERSONAL DATA

Home Address

2233 Charles St., Apt. 201
Baltimore, MD 21201
Mobile: 817-908-6542

Office Address

The Johns Hopkins University
Bloomberg School of Public Health
615 N. Wolfe Street
Baltimore, MD 21205
Office: 410-578-9981
Email: mbloomer@jhsph.edu

EDUCATION

Expected May 2010 **Doctor of Philosophy (Ph.D.)** in Cardiovascular Disease Epidemiology
Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Expected May 2010 **Certificate** in Health Disparities and Health Inequalities
Department of Health Policy and Management
Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

June 2007 **Master of Science (M.Sc.)** in Cardiovascular Disease Epidemiology,
Harvard School of Public Health, Boston, MA
Thesis: A Pilot Study for Neighborhoods and Cardiovascular Health in
Urban and Rural Chile

May 2003 **Bachelor of Science (B.S.)** in Biology, Bethune-Cookman University
School of Science, Engineering, and Math, Daytona Beach, FL
§ Minor: Chemistry
§ Magna Cum Laude

SCHOLARSHIPS

Aug. 2007-present **The Inaugural C. Sylvia and Eddie C. Brown Community Health
Scholarship**, The Johns Hopkins Bloomberg School of Public Health
§ Full Tuition/fees; Living stipend; \$15,000 grant for dissertation
project focusing on health disparities in Baltimore, Maryland
§ Professional Development seminars with esteemed leaders

Aug. 2005- Jun. 2007 **Public Health Training Grant**, Harvard School of Public Health
§ Full Tuition

Aug. 2005- Jun. 2007 **Edmond J. Curley Memorial Scholarship**, Harvard University
§ Partial Tuition

Aug. 1999- Jun. 2003 **Presidential Scholarship**, Bethune-Cookman University
§ Full Tuition/fees; Room and Board; Books



Curriculum Vitae (CV)

Key Characteristics

Publications

- Show papers that reflect public health contributions

Show how you will have success

- Independence
- Highlight grant writing
- Academic Service (sat on committees, etc.)

PUBLISHED ABSTRACTS AND PRESENTATIONS

Bloomberg M, Bolden S, Brancati FL, Batts-Turner ML, Gary TL. (2004, June) A Systematic Review of Information Technology in Diabetes Care. Poster Presentation at the 64th Annual American Diabetes Association Conference. Orlando, FL.

Gary TL, Batts-Turner ML, Falb MD, **Bloomberg M**, Brancati FL, Gary TL. (2004, June) Internet Use among African Americans with Type 2 diabetes. Poster Presentation at the 64th Annual American Diabetes Association Conference. Orlando, FL.

Bloomberg M, Martelli JL. (2007, November) A Pilot Study for Neighborhoods and Cardiovascular Health Research in Urban and Rural Chile. Poster Presentation at the 135th American Public Health Association, Washington, D.C.

Bloomberg M, Hill-Briggs F, Brancati FL, Batts-Turner ML, Hsieh-Yeh J, Dray-Spira R, Bone L, Hill MN, Levine DM, Gary TL. (2008, October) Correlates of Medication Non-adherence among Urban African-Americans with Type 2 diabetes. Poster Presentation at the 136th American Public Health Association, San Diego, CA (submitted).

PUBLICATIONS

Bloomberg M, Bolden S, Brancati FL, Batts-Turner ML, Gary TL. A Systematic Review of Interactive Computer-Assisted Technology in Diabetes Care. J Gen Intern Med. 2006 Feb; 21(2):105-10. Epub 2005 Dec 22.

Bloomberg M, Batts-Turner ML, Falb MD, Hsieh-Yeh J, Brancati FL, Gary TL. Computer and Internet Use among Urban African Americans with Type 2 diabetes. J Urban Health. 2005 Dec; 82(4):575-83. Epub 2005 Oct 12.

COMMUNITY SERVICE AND RESEARCH ABROAD

Higher Education Day, Lobbying for JHU federal funding, Annapolis, Maryland, 2/7/2008
Malaria Prevention in rural villages of Ghana, West Africa (3 weeks), 2007
Neighborhood Effects on Health, HSPH Traveling Trip to Santiago, Chile (3 weeks), 2007
Public Health Foundation and Chronic Disease, HSPH Trip to Kerala, India (3 weeks), 2006
Japanese Public Health Week, HSPH Trip to Tokyo, Japan (1 week), 2006, 2007
Established Clothing Drive at HSPH to benefit a local organization, Boston, MA, 2006
Baltimore City Youth Commission (selected by City Council members/Mayor; declined), 2005
The Family Tree (Interaction Community Outreach-Johns Hopkins), Baltimore, MD, 9/11/2004
Bea Gaddy Annual Thanksgiving Dinner, Baltimore, MD, 11/25/2003
Alzheimer's Home for the Elderly, Daytona Beach, FL, 11/2002



Is there a standard CV format?

- a good CV is one that **emphasizes the points** that are considered to be **most important** in your area of interest and **conforms to standards** within your area of interest
- A good place to start is to find as many examples as possible of CV's by people who have **recently been on the job market**. You can find these by asking doctoral-level **students to have a look at their CV's**, and you can also make use of the Internet to find CV samples

CV samples...

- never should be used as models to be followed in every detail
 - They are sources of strategies for how to present your own information most effectively
- The most effective format for you will be different from someone else because your experience and strengths will be different, and you will thus benefit from formatting adapted specifically to your situation



NO



JHSPH CV Template

CURRICULUM VITAE

(YOUR NAME)

PERSONAL DATA

Home Address (optional)

Business Address, Phone, FAX & E-mail

EDUCATION AND TRAINING

Degree/Year Institution and Field

Postdoctoral Training

Medical or Other Licensure

Medical Board or Other Certification

PROFESSIONAL EXPERIENCE

*Position, Dates and Institution beginning
with Current Faculty Position*

Principal Responsibilities

PROFESSIONAL ACTIVITIES

Society Membership and Leadership

Participation on Advisory Panels

Program or Project Development

Consultations

Testimony



JHSPH CV Template

EDITORIAL ACTIVITIES

Peer Review Activities

Editorial Board Membership

Ad Hoc Review of Proposals

HONORS AND AWARDS

Honors

Awards

Named Lectureships

PUBLICATIONS (list separately)

Journal Articles (signifies peer review)

Books or Monographs

Articles and Editorials not peer reviewed

Chapters

Other



JHSPH CV Template

CURRICULUM VITAE

(YOUR NAME)

PART II

TEACHING

Advisees

Name, Degree and Dates

Thesis Title (if applicable)

Preliminary Oral Participation

Final Oral Participation

Classroom Instruction

Title, Course Enrollment (if

Principal Instructor)

Other Significant Teaching

RESEARCH GRANT PARTICIPATION

*Title of Grant, Dates and Sponsoring
Agency*

Principal Investigator and Funding Level

Main Grant Objective

Principal Responsibilities of Individual

University



JHSPH CV Template

ACADEMIC SERVICE

Division and/or Department

School

University

PRESENTATIONS

Scientific Meetings

Invited Seminars

ADDITIONAL INFORMATION

*Personal statement of research and
research objectives*

Keywords (for sorting)



More Depth can be added to CVs - Qualifications

This sounds better

SUMMARY OF QUALIFICATIONS

Over 18 years experience including:

- Providing full-range of nursing care to patients and families of all ages from economically and culturally diverse populations.
- Management in a department serving over 30,000 patients annually.
- Training and supervising over 40 interns; assuming direct responsibility for total patient care; narcotics control, assessment and risk management.

Than this

SUMMARY

Medical specialist

- Duties include primary care of patients
- Member of the IV Team
- Participant in HIV Response Team



More Depth – Education

Education and Training

- Should appear in reverse chronological order
- Should include Post Graduate, Graduate and Undergraduate Degrees
- List degree, concentration (if applicable), school name, location, GPA (optional)
- Include dissertation title
- Be clear & concise

Tip: Usually, the dates on a CV are going to be listed on the left margin to distinguish a difference from resumes.

EDUCATION

Expected May 2011

Doctor of Philosophy (Ph.D.) in International Health
Johns Hopkins Bloomberg School of Public Health, Baltimore, MD
Dissertation: Controlling the AIDS Epidemic: A Nutrition Viewpoint

May 2005

Master of Science in Human Nutrition, University of Kansas, Lawrence, KS
Thesis: The Effect of Nutritional Status on the Development of Mental Health Issues

May 2000

Bachelor of Science, Computer Science, Tufts University, Boston, MA

SCHOLARSHIPS

Jun. – Aug. 2008

International Scholar- Minority Global Health Disparities Research Training Program, Johns Hopkins Bloomberg School of Public Health

Aug. 2007-present

Sommer Scholar, Johns Hopkins Bloomberg School of Public Health



More Depth – Prof. Experience

Professional Experience

- Includes all positions held
 - Can include either detailed, limited or no information about the duties and responsibilities
- Use bulleted list to indicate unique skills and responsibilities
- Use a concise style with “no” personal pronouns
- Use action verbs which describe what you have done

PROFESSIONAL EXPERIENCE

2006 – Present

Research Assistant, International Health Department Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

- Conducted epidemiologic and statistical analyses involving studies on sexually transmitted disease risk factors/outcomes, infant mortality, and socioeconomic status
- Completed multivariate and survival analysis, multi-level analysis, and mapping.

2002 – 2004

Associate, MAMSI, Health Finance and Policy Division, Bethesda, MD

- Researched and wrote reports relating to current health policy issues
- Developed a financial model used to explore rising healthcare costs
- Corresponded with legislators regarding health care legislation and regulations



More Depth – Prof. Activities

Professional Activities

- Includes professionally oriented experience not directly related to a particular job duty

Additionally, these professional activities can be further categorized as:

- Related Extracurricular Activities
- Community Involvement
- Academic or Professional Presentations

PROFESSIONAL ACTIVITIES

Spring 2009

Organizer for the invited session "Statistical Methodology for Cancer Epidemiology" of 2009 Biometrics Society Spring Meeting (Eastern American Region)

Winter 2009

Invited lecturer for the workshop on "Design and Statistical Analysis of Cohort Studies," held at the Institute of Biomedical Sciences, Washington, DC

Fall 2008

Panelist, "Estimating Functions: Overview and Biostatistics Applications" of the Biometrics Society Spring Meeting (Mid-Atlantic Region)

Summer 2008

Discussant for the invited session "Recent Development on Conditional and Marginal Inference" at Joint Statistical Meeting.



More Areas to Include

Professional and Association Memberships

Editorial Activities

Educational or Professional Honors or Awards

Volunteer Experience

Technical and Specialized Skills such as Computer Programming, Laboratory Instrumentation, Statistical Analysis, etc.

Interests - Future Academic or Professional Goals

Travel / Exposure to Cultural Experiences

Foreign Language Skills

Additional Information that May Support Objective or Qualifications



Additional Resources

- The *Chronicle of Higher Education's* job site features an area called "First Time on the Market?" may be helpful
 - (<http://chronicle.com/section/First-Time-on-the-Market-/146/>)
- *The Curriculum Vitae Handbook* by Rebecca Anthony and Gerald Roe (Rudi Publishing: Iowa City, 1994) includes sample CV's for various disciplines and tips for how to write CV's in various contexts.
 - (<http://www.amazon.com/Curriculum-Vitae-Handbook-Present-Academic/dp/0945213263>)
- *The Academic Job Search Handbook* (3rd Edition), by Mary Morris Heiberger and Julia Miller Vick (who are the author's of the *Chronicle's* "CV Doctor" column) also provides sample cover letters and CV's
 - (<http://www.amazon.com/Academic-Job-Search-Handbook-3rd/dp/0812217780>)



Web Resources for CV Writing

- ***The Basics of Science CV's*** (Chronicle of Higher Education)
 - <http://chronicle.com/article/The-Basics-of-Science-CV-s/46275>
- **How to Write a Statement of Teaching Philosophy** (Chronicle of Higher Education)
 - <http://chronicle.com/article/How-to-Write-a-Statement-of/45133/>
- **CV's for European countries**
 - http://www.cvtips.com/EU_CV_Format.html
- **AAAS Science Careers Magazine** (ScienceCareers.org)
 - http://sciencecareers.sciencemag.org/career_magazine
- **How to Craft a Winning Resume and CV** (ScienceCareers.org):
 - http://sciencecareers.sciencemag.org/career_development/tools_resources/how_to_guides/how_to_craft_a_winning_resume

