

RESUMES AND CURRICULUM VITAE

Key Characteristics

RESUME

- Lean toward brevity
- Position-driven
- Have more than one version
- Strong emphasis on content & action verbs
- Goal of a resume is to...
construct a professional identity

CURRICULUM VITAE

- Lean toward completeness
- Exposé of work life; a “living document”
- Continuous catalog
- Less emphasis on content & action verbs
- Goal of a curriculum vitae is to...
construct a scholarly identity

What is the purpose of a resume/CV?

The purpose of a resume/CV is **TO GET AN INTERVIEW!** An employer will select applicants on the basis of how well their skills match up with the job requirements. Sometimes, the difference between getting an interview and being placed in the “no” pile is a well put-together resume/CV.

Resume Styles

Chronological

- Reverse date order (present to past)
- Most popular style
- Emphasis on job titles and organizational names
- Generally used to highlight increasing levels of responsibility

Functional

- Focuses on qualifications of the individual
- Used to highlight transferable skills & experience
- Generally used for individuals with little experience

Hybrid

- A combination of the chronological and functional format
- Helps with organization of content
- Generally used for individuals with divergent backgrounds

Let’s explore each section:

Profile/Summary

2-3 sentences designed to draw in the reader and to give an overview of who you are and what you bring to the table. It should be supported by content in your resume and match what the employer is looking for in a candidate.

Education

List educational experiences in reverse chronological order with current degree/school first. Typically reserved only for degrees completed or to be completed. Be sure to include concentration (if applicable), relevant coursework, certificates and honors, etc.

Example: **Master of Public Health (MPH)** Expected May 2012
 Johns Hopkins Bloomberg School of Public Health, Baltimore, MD
Concentration: Health Leadership & Management
Relevant Coursework: Managing Health Service Organizations, Foundations of Leadership, Health Economics, Principles of Epidemiology, Statistical Methods in Public Health

Bachelor of Science in Biology May 2009
 University of Georgia, Athens, GA

Experience

This section should highlight your experience that is the most relevant to the audience receiving your resume. Use action words which specifically describe what you have done (see pg. 8).

Professional Development

This section is designed to showcase all of the additional work and effort you have undertaken to develop yourself professionally. It is a “catch-all” for various skills and activities such as computer skills, languages, memberships, etc.

Hybrid Style Resume

JOHN HOPKINS
 2017 E. Monument St.
 Baltimore, MD 21205
 410-955-3034 • jhopkins@jhsph.edu

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

Tip: Be sure to have a professional sounding voicemail message and professional looking email address.

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

<p>Master of Public Health (MPH) 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 Honors: Sommer Scholar</p>	<p>Expected May 2012</p>
<p>Bachelor of Arts in Government Walden University, Middleburg, PA</p>	<p>May 2009</p>

PUBLIC HEALTH EXPERIENCE

<p>Health Educator/Treasurer Latinos for Progress, Baltimore, MD <i>Latinos for Progress is a non-profit organization focused on providing Hispanic health outreach services, including HIV/ AIDS prevention and diabetes/ obesity prevention.</i></p> <ul style="list-style-type: none"> • 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 of the Community Health Advisory Board 	<p>Aug. 2010—Present</p>
<p>Internal Team Coordinator Bhutan Practicum Project in Health, Baltimore, MD and Thimphu, Bhutan</p> <ul style="list-style-type: none"> • Oversaw group preparations for a trip to work with the Bhutan Ministry of Health • Exchanged maternal and child health related information with Bhutanese counterparts • Prepared grant proposals and requests of support 	<p>May 2009 – Jul. 2010</p>
<p>Rural Health and Sanitation Volunteer Peace Corps, Colonia Takuare, Paraguay</p> <ul style="list-style-type: none"> • Co-led national HIV/AIDS conference and training • Designed and facilitated health training and authored a manual for teachers • Taught classes on nutrition, dental health, intestinal parasites, and reproductive health • Collaborated with health post on reproductive health and vaccination programs • Developed 3 pilot programs to improve site development and communication processes • Cultivated links with Paraguayan NGOs and coordinated municipal and departmental efforts 	<p>Oct. 2006 – Aug. 2008</p>

Writing Successful Resume/CVs

1. Start with one base resume/CV to use as your internal document which includes everything
2. Avoid “cookie-cutter” resumes/CVs
3. Make your resume/CV easy to scan quickly – outline format
4. Education = biggest selling piece!!!
5. Proofread several times
6. List a page number and your name on each additional page

John Hopkins, pg. 2

RESEARCH EXPERIENCE**Research Assistant**

June 2011 – Present

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

- Collect, organize and compile of all data pertaining to project sponsored by Food & Drug Administration
- Assist in the organization and development of expert panel on measuring quality indicators
- Coordinate various sources of patient information to inform symposium focus

Faculty Research Assistant

Oct. 2005 – Jul. 2006

University of Maryland, College Park, MD

- Assisted in managing the Child Development Lab in the Department of Human Development
- Developed working relationships with a portion of the 600 participants and their families
- Scheduled annual visits with the families
- Administered visits with participants who ranged from 2 to 6 years of age
- Managed and trained 25 undergraduate research assistants
- Cultivated a number of research skills including project design, data collection through questionnaire administration, behavioral assessments, and data entry
- Computed composite scores based on questionnaire data

TEACHING/TRAINING EXPERIENCE**Trainer**

Spring 2009

Area Primary Schools: Nghezimani, South Africa

- Created and led teacher workshops on integration of HIV/AIDS into future curriculum
- Developed and presented lesson plans for life skills, family planning and HIV/AIDS prevention for host-country national students at a local secondary school

Pre-School Facilitator

Fall 2007

El Círculo de Recreación y Aprendizaje: Santa Isabel, Quito, Ecuador

- Assisted and often led class of twelve 3-6 year olds
- Developed the children's social, language, hygiene skills
- Taught two 4th grade classes of 35 students in history, math, and science

PUBLICATIONS/PRESENTATIONS

Hopkins, J. Coylew, M.J., Dirbed, C. "The Future of Health Services: Summary of Experts," e-Health. 2009 June; 13(3):341-7.

Rosenstein, A.H., Hopkins, J., et al., "Emerging," American Journal of Medical Quality. 2009 May-Jun;22(3):164-9.

PROFESSIONAL DEVELOPMENT**Computer Skills:** Microsoft Office Suite, STATA, SPSS**Languages:** Spanish (Fluent), French (Conversational); Russian (Conversational)**Memberships:** American Public Health Association (2011–Present); Global Health Council (2011–Present); Maryland Public Health Association (2011–Present)**Travel Abroad:** Paraguay, South Africa, Bhutan, Ecuador, Dominican Republic, Bangladesh, China, Peru, Colombia, Costa Rica, Mexico, Ireland, Romania, Czech Republic, Hungary, Austria**Volunteer:** Coordinator, JB Grant Child Survival Week (2011–Present); Crisis Counselor, Maryland Sexual Assault Crisis Service (2006–2008)**RESUMANIA**

*Need help in writing, revising and/or creating your resume/CV? Look out for **RESUMANIA!!!***

During this event, career services staff and public health professionals will be on hand to provide quick, short-term resume feedback and advice. **Can't join us???** You can always schedule a one-on-one appointment with the Career Services Office to get an in-depth resume review.

Chronological Style Resume

Michelle Bloomberg

615 N. Wolfe St., Room 1200
 Baltimore, MD 21205
 Mobile: 818-998-6512
 Email: mbloomberg@gmail.com

PROFILE

Master of Science in Public Health student studying international health with a strong focus towards global disease epidemiology and control and vaccine science and policy. Research assistant with experience in both lab and applied research settings for both foreign and domestic partners. Community volunteer serving in a variety of levels ranging from leadership to support. Fluent in French and Arabic.

EDUCATION

Master of Science in Public Health (MSPH), GPA: 3.97/4.0 Expected May 2013
 Johns Hopkins Bloomberg School of Public Health (JHSPH), Baltimore, MD
Concentration (Track): Global Disease Epidemiology and Control
Relevant coursework (to be completed by May 2012): 3 terms of Epidemiologic Methods, 4 terms of Biostatistics, Introduction to International Health, Infectious Disease Epidemiology, Global Disease Control Programs and Policies, Foundations of Behavioral Change Interventions in Developing Countries, Managing NGOs, Tropical Environmental Health, Infectious Diseases and Childhood Survival

Certificate in Vaccine Science and Policy

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Expected May 2012

Bachelor of Arts in Public Health, GPA: 3.7/4.0

Widmore College, Widmore, IL

May 2010

Honors: Phi Beta Kappa, Widmore Scholar (4-year merit scholarship)

EXPERIENCE

Research Assistant

Clinton Health Access Initiative (CHAI)

Dec. 2011 – Present

- Promote the informed policy on HIV vaccine uptake in low income countries
- Assist the communications team with material cataloging and updates
- Researched special topics such as modeling HIV supply/demand/cost

Vice President

African Public Health Network, JHSPH

Fall 2011 – Present

- Assisted in student group oversight, volunteering, coordinating events and funding
- Served on the 2010 World AIDS Day Planning Committee
- Coordinated a school-sponsored Run For Africa event
- Volunteered for Episcopical Refugee and Immigrant Center Alliance

Program Intern

Bill & Melinda Gates Foundation

Jan. – May 2010

M. Bloomberg, pg. 2

- *Recipient of the Gates Foundation award for Population and Reproductive Health*
- Conducted research examining risk factors for malaria in pregnant women in rural villages
- Developed the protocol and questionnaire for study
- Managed, collected and analyzed data which will assist in future research at the project site

Monitoring and Evaluation Intern

PATH Malaria Vaccine Initiative (MVI), Seattle, WA

Sept. – Dec. 2009

- Created a database for a unified country evaluation system of advocacy activities
- Conducted malaria-related research for the advocacy project
- Wrote and edited fact sheets and success stories
- Ensured the quality of data submitted by community health centers via on-site visits
- Supervised implementation of National Malaria Program treatment and prevention policies
- Coordinated with local authorities for sites of new advocacy field research

Senior Research Assistant

Widmore College, Widmore, IL

Summer 2009, 2010

- Performed a comprehensive genetic screen to discover new genes involved in insect olfaction leading to the discovery of a probable new class of odorant receptors
- Assisted with qualitative and quantitative analysis, quality assurance and quality control
- Trained and supervised two laboratory technicians and two research assistants

Laboratory Assistant

Crane Chemical Senses Center

Winter 2009

- Performed general laboratory tasks in laboratory, including preparing slides for health related studies of the effects of September 11th, 2001 and direct patient studies

Child Life Volunteer

Children's Hospital of Chicago

Fall 2008

- Consolated and entertained hospitalized children and infants to provide relief and comfort during traumatic and stressful times in their lives

PUBLICATIONS

Boston, R., **M. Bloomberg**, et al. (2009). "Physical Functioning in Women with HIV"; Public Health Magazine; November 2007, New York, NY.

PROFESSIONAL DEVELOPMENT

Language Skills: French (Fluent); Arabic (Fluent); Swahili (Basic)

Computer Skills: STATA (Biostatistics computing software); Microsoft Office products (Word, Excel, and PowerPoint); Filemaker Pro; ArcGIS

Memberships: Global Health Council (2010-Present); Officer, JB Grant Society (2010-Present)

Functional Style Resume

Paige Health

600 N. Wolfe St.
 Baltimore, MD 21205
 410-955-3034 • phealth@hotmail.com

PROFILE

Master of Science student studying epidemiology with additional training in humanitarian assistance. Public health professional and researcher with strong skill sets on program management and implementation of resources. Fluent in French and conversational in German.

EDUCATION

Master of Science (ScM) in Epidemiology

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD
 Expected May 2013
Related Coursework: Epidemiologic Methods; Infectious Disease Epidemiology; Outbreak Investigation; Statistical Methods in Public Health; Epidemiologic and Policy Aspects Of Selected Childhood Diseases; Public Health Policy Formulation; Methodologic Challenges in Epidemiologic Research

Certificate in Humanitarian Assistance

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD
 May 2012

Bachelor of Arts (BA) in Economics

State University, Eastham, MA
 May 2011

INTERNATIONAL EXPERIENCE

- Assisted in the implementation of child-focused mobile medical units to serve 2000+ vulnerable Iraqi refugee children, including the training of school officials, development of operational plans, provision of logistical support, and development and implementation of a monitoring and evaluation system
- Developed and submitted funding and project proposals for both the Jordanian government and international funding agencies (UNICEF, UNDP, and the US Bureau of Population, Refugees and Migration)
- Identified, compiled and mapped the psychosocial and mental health services available to refugees and vulnerable Jordanians in the Amman area
- Supervised a health assessment study of Iraqi refugees including training interviewers, sample supervision, data management and quality control and analysis of study findings
- Conducted research on the psycho-social and behavioral risk factors associated with poor adherence to highly-active anti-retroviral therapy (HAART) for AIDS in Botswana
- Assisted in providing medical care, primarily malaria, pre-natal and wound care, for the displaced Batwa people in rural southwest Uganda
- Analyzed barriers in villagers rural sub-Saharan Africa face in accessing adequate health care

P. Health, pg. 2

RESEARCH EXPERIENCE

- Identified and enrolled eligible patients and their families at this primary care clinic serving primarily low-income families in inner-city Baltimore for a study on how the relationships between health providers and parents of infants affect how well parenting advice is followed
- Administered initial and follow-up surveys to eligible patients in Baltimore
- Monitored patient appointments and clinic attendance
- Compiled and analyzed data on global trade by researching and evaluating sources for two journal articles on double standards in international agricultural trade and the impact of trade liberalization on agricultural productivity in sub-Saharan Africa

WORK HISTORY

Research Assistant

Harriet Lane Pediatric Clinic, Baltimore, MD (September 2011-Present)

Program Support Officer

International Medical Corps, Amman, Jordan (July 2009-August 2011)

J. William Fulbright Fellow

Gaborone, Botswana (August 2008-July 2009)

Research Assistant

Infectious Disease Care Center, Gaborone, Botswana (August 2007-July 2008)

Medical Support Staff

Bwindi Community Health Centre Kanungu District, Uganda (June-August 2007)

Volunteer

SHAWCO Mobile Health Clinics Cape Town, South Africa (February-June 2007)

Volunteer

Treatment Action Campaign Cape Town, South Africa (February-June 2006)

Research Assistant

Boston University, Boston, MA (August 2004-May 2006)

PROFESSIONAL DEVELOPMENT

Language Skills: Fluent English, French, Conversational German

Computer Skills: Proficient in Word, Excel, Access, PowerPoint, STATA, EpiData, research search engines including LexisNexis and PubMed

Training: Medication Adherence Training and AIDS Care Fundamentals Workshops, Botswana, KITSO AIDS Training Program AIDS Initiative Partnership (April 2006)

Curriculum Vitae

Matthew Bloomberg

M. Bloomberg, pg. 2

<p>PERSONAL DATA</p> <p>Home Address 1421 South Patterson Ave. Baltimore, MD 21203 (410) 555-5555 Email: mbloom@yahoo.com</p> <p>Office Address Johns Hopkins Bloomberg School of Public Health 615 N. Wolfe Street Baltimore, MD 21205 Office: 410-614-1000; Fax: 410-614-1001 Email: mbloomer@jhsph.edu</p>	<p>TEACHING EXPERIENCE</p> <p>2008–2009 Bloomberg</p> <p>Teaching Assistant, Department of Department, Johns Hopkins School of Public Health, Baltimore, MD Developed supplementary materials, led weekly discussion sessions, graded exercises, and gave occasional lectures for three introductory epidemiology courses.</p> <p>2007 – 2009 Adjunct Professor, Howard Community College, Columbia, MD Taught introductory biology and chemistry to junior college students.</p>
<p>EDUCATION</p> <p>Expected May 2012 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</p> <p>May 2004 Master of Science in Human Nutrition, University of Waterloo, Ontario Thesis: The Effect of Nutritional Status on the Development of Mental Health Issues</p> <p>May 2002 Bachelor of Science, Computational Theory, Our Lady of the Holy Cross College, New Delhi, India</p>	<p>PROFESSIONAL MEMBERSHIPS</p> <p>2007-Present American Public Health Association 2009-Present Global Health Council</p> <p>PEER REVIEWED PUBLICATIONS</p> <p>Bloomberg, M. (in Preparation). Inmate Behavior and HIV/AIDS: A review of the literature.</p> <p>Westin D, Bloomberg, M, Wong P (2009). Correlation Between Influencing Factors of HIV Positive Drug Users in South Boston. AIDS Care 11(8): 521-40</p>
<p>SCHOLARSHIPS</p> <p>Jun. – Aug. 2010 International Scholar- Minority Global Health Disparities Research Training Program, Johns Hopkins Bloomberg School of Public Health</p> <p>Aug. 2009-present Sommer Scholar, Johns Hopkins Bloomberg School of Public Health</p>	<p>OTHER PUBLICATIONS</p> <p>Bestofer E and Bloomberg, M. HIV/AIDS in Older Populations in George J, Kutta J, Kason D. (2002). Americans Living with Health Concerns Report. Prepared for the National Association of Infectious Disease.</p>
<p>Aug. 2004- Jun. 2009 Public Health Training Grant (Full Tuition), Centers for Disease Control</p> <p>PROFESSIONAL EXPERIENCE</p> <p>2008 – Present Research Assistant, Department of International Health , 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.</p>	<p>RESEARCH GRANT PARTICIPATION</p> <p>Title: Advances in Statistical Analysis Applied to Health Disparities Dates: 2006 - 2008 Funding: National Institutes of Health Principal Investigator: Damon Menas Role: Project Director</p>
<p>2004 – 2008 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 regulations.</p> <p>2003 – 2004 Intern, The Research Institute of India, New Delphi, India Conducted literature reviews, data validation, and analysis involving an infant mortality study.</p>	<p>PRESENTATIONS</p> <p>O'Shansky P, Bloomberg, M. Collaborative study of inmate behavior. Presented at the Annual American Public Health Association Conference, Philadelphia, PA, 2008.</p> <p>SPECIAL SKILLS</p> <p>Languages: Fluent in Hindi, Swahili, and English Computers: Microsoft Office Products, SPSS, SAS, STATA, relational database programs</p>