

# RESUME BASICS



## Create a personal marketing tool.

### RESUME VALUE

The resume is meant to convey to an employer that you are the right candidate and are capable of doing the job based on your past experience, skill set, and accomplishments.

The resume, if done effectively:

- Aligns to each specific position
- Includes experiences that are relevant to the position being sought
- Highlights skills and accomplishments relevant to the position

### RESUME TIPS:

- Avoid abbreviations, slang, acronyms, personal pronouns, and jargon
- Exclude personal information (i.e. religion, birthday, photo, etc.)
- Proofread to ensure it is error-free
- Keep to 1 page

### BEFORE YOU START

#### CREATE A MASTER RESUME

Write down everything you have done since coming to IU. If you are a freshman or sophomore, you can still include experience from high school (only very relevant high school info should be used after sophomore year). List everything including volunteer experience, internships, jobs, relevant coursework, student clubs or groups, and study abroad.

### START YOUR RESUME

#### PULL TOGETHER THE PIECES

Create an education section and potentially computer skills, language or additional sections. Begin creating “experience blocks”, consisting of organization/company, job title, location, dates and accomplishment statements.

### TAILOR FOR THE POSITION YOU WANT

#### REFERENCE JOB DESCRIPTION

Read the job description making note of skills or traits mentioned. Make a list of the skills you would like to highlight through your resume. The resume on the next page is an example of a tailored resume.

### MORE TIPS

#### APPEARANCE MATTERS

Spend time formatting your resume by integrating bold and italics appropriately and using punctuation consistently. Appearance make the first impression.

#### SKILL VERBS

Use tense specific action verbs to begin each bullet point. Diversify your action verbs to convey several transferable skills and to align with the position. Utilize the Action Verb Handout.

#### ACCOMPLISHMENT STATEMENTS

Create bullet points that highlight accomplishments and contributions made rather than tasks completed. Bullet point formula: Action verb + what + how + why/result

# RESUME

## Parts of the resume and sample.



SCHOOL OF  
**PUBLIC HEALTH**  
Office of Career Services

### HEADING:

- Increase font size of name
- Address, email, and phone
- Current school and/or home address

### Lucy Johnson

476 E. Fender Lane, Bloomington, IN 47408

johnsonl@gmail.com • (555) 555-5555

### OBJECTIVE (OPTIONAL):

- Avoid an objective if you are submitting a cover letter
- Useful to include if attending a networking activity or event such as a career fair or information session
- Formula: Action verb (seeking or to obtain) + specific position or industry + most relevant skills

### EDUCATION BLOCK:

- Indiana University and School of...
- Current degree
- Include major(s) and minor(s)

#### Include

- Graduation date
- GPA
- Honors

### EXPERIENCE BLOCKS:

Be consistent in formatting:

- Name of employer
- Position title
- Location and dates
- 2 to 5 bullet points
- Focus on SKILLS
- Past or present? If active write in the present tense, inactive past tense.
- Include jobs, internships, volunteer or leadership experience, study abroad, coursework, and student clubs or groups

### TAILORED HEADINGS:

- Avoid generic block headers such as Experience or Activities
- Guide the employer to your skills
- Consider block headers such as Fitness Instruction, Healthcare, Nutrition, Hospitality, or Leadership Experience
- Consider how to frame your experience to make it relevant to the position for which you are applying

### OBJECTIVE

To obtain a Doctorate of Occupational Therapy by demonstrating my skills related to restoring and retraining individuals' independence by teaching them skills and leading them to happier, healthier, self-directed lives.

### EDUCATION

**Indiana University**, School of Public Health, Bloomington, IN

May 2020

*Bachelor of Science in Kinesiology*

GPA: 3.6/4.0

Major: Exercise Science

Minor: Psychology

Indiana University Cox Legacy Scholar

August 2016-May 2020

### CERTIFICATIONS

#### American Red Cross

CPR, Basic Life Support, and First Aid Certified

Valid through 2020

### CLINICAL/CLIENT EXPERIENCE

#### Adapted Physical Education Program

*Lab Assistant*

Bloomington, IN

January 2019-Present

- Supervise student leaders in the preparation and implementation of activities for children with disabilities
- Coordinate activity plans to enhance balance, endurance, and strength for a child with Cerebral Palsy

#### IU Health Rehabilitation and Sports Medicine Center

Bloomington, IN

*Rock Steady Boxing Assistant*

October 2018-Present

- Construct warm-ups, stretching, and exercises for individuals with Parkinson's Disease to improve symptoms and positively affect their quality of life
- Spot and aid individuals in the class by providing an additional support to decrease the amount of falls and injuries
- Incorporate boxing techniques to engage participants in high-intensity activity to restore power, strength, and flexibility

#### Meadowood Retirement Community

Bloomington, IN

*Balance Coach*

September-December 2018

- Restored residents' balance by teaching various balance exercises to reduce their risk of falls
- Performed Tinetti Assessments on residents to test their balance and gait before and after the class
- Taught a personally designed class to the residents to enhance their balance and gait

### LEADERSHIP EXPERIENCE

#### Occupational Therapy Club

Bloomington, IN

*Vice President*

September 2018-Present

- Mentor underclass peers exploring occupational therapy by sharing my experience shadowing, volunteering, and working
- Learn important information about the occupational therapy profession from various guest speakers to gain knowledge about profession and prepare for graduate application process
- Network with professionals in the occupational therapy profession to broaden connections within the community

# RESUME BULLET POINTS

Communicate your accomplishments.



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## BULLET POINTS

This aspect of the resume explains your skills and must provide enough context and detail to convey your capabilities.

**Use the following worksheet to practice constructing effective bullet points.**

### BULLET POINT FORMULA

- Start with a strong action **VERB** for each bullet
- Explain **HOW** you demonstrated this skill - what did you do?
- Explain **WHY** you used the skill or the **RESULT** of what you accomplish How were people impacted?

### BEST PRACTICES

- Quantify and qualify whenever possible by emphasizing outcomes
- Use transition words such as “by, resulting, utilizing, impacting”

<b>SKILL VERB:</b>	
<b>HOW:</b>	
<b>WHY/RESULT:</b>	

## COMPETITIVE EXAMPLES

- Developed and delivered a 6-week employee health promotion program with 75 participants, promoting 150-minutes of weekly physical activity.
- Planned and administered a range of treatments and therapeutic exercise programs involving active and passive ranges of motion and muscle reeducation resulting in decreased patient pain.
- Presented information on global health topics and organized activities for the public health section during the monthly club meetings to better prepare students for the travel abroad experience.

## TAILORED BLOCK HEADERS

IDENTIFY MOST RELEVANT EXPERIENCES AND CREATE TAILORED BLOCK HEADERS.

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*ie: Healthcare, Event Planning, Child Development, Leadership, Athletic Training, Nutrition, Customer Service, Sport Marketing, Mentoring, Research*

# RESUME

## Sample Resume.



SCHOOL OF  
**PUBLIC HEALTH**  
Office of Career Services

### Brian Michaels

School: 2304 W. Eisenhower St. Bloomington, IN 47403

Permanent: 441 Sunset Rd. Ely, MN 55731

(555) 555-5555 | michaelb@indiana.edu

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#### EDUCATION

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**Indiana University**, School of Public Health Bloomington, IN  
*Bachelor of Science in Applied Health Science* May 2020  
Major: Nutrition Science GPA 3.8/4.0  
Minor: German  
Language: Fluent in German

**Berlin University** Berlin, Germany  
Intensive German Language Seminar May 2018-August 2018

#### NUTRITION EXPERIENCE

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**BBK Health Care Center** Bloomington, IN  
*Dietary Aide* May 2018-Present

- Observe the nutritionist's assessment of 30 clients in order to draft individualized diet plans
- Fulfill daily meal plans and deliver meals to all patients in the center in an efficient, friendly manner

**Premier Health Foundation** Indianapolis, IN  
*Intern* December 2018-August 2019

- Shadowed nutritionist and reviewed diet plans for 54 clients based on their health concerns
- Observed and assisted in the performance of preliminary tests to check clients' weight, height, temperature, blood pressure and other vital stats
- Maintained nutritional reports on each client that were eventually added to the clients' official medical record

**Apples Charter School** Bloomington, IN  
*Volunteer* September 2017-February 2018

- Taught 40 elementary students about nutritional health utilizing games and interactive class activities in an effort to increase the importance of nutrition at a young age
- Presented student nutritional education plan to school administration for approval

#### MANAGEMENT EXPERIENCE

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**Indianapolis Public Pools** Indianapolis, IN  
*Head Lifeguard* May-August 2017, 2019, 2019

- Supervised a team of 20 lifeguards ensuring proper training, attentiveness, and safety
- Scheduled shifts for 3 separate pool lifeguard rotations utilizing Microsoft Excel
- Monitored pool patrons for safety hazards and provided emergency assistance with poise and confidence when necessary
- Interviewed, hired, and trained an average of 5 lifeguards each season in an effort to maintain the most effective lifeguarding team possible

#### CERTIFICATIONS

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Lifeguard Certification Valid through December 2020

American Red Cross, First Aid and CPR Certification Valid through December 2020