

# RESUME BASICS



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

## 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:

- Is tailored to each specific position
- Includes experiences relevant to the position being sought
- Highlights skills and accomplishments relevant to the position

### RESUME TIPS:

- Avoid abbreviations, slang, acronyms, personal pronouns (i.e. I, me, my), and jargon
- Exclude personal information (i.e. religion, birthday, photo, etc.)
- Proofread to ensure the document is error-free
- Keep to one 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, foreign 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

#### REFER TO THE 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 makes the first impression. Use the Resume Template Option Handout on the Career Services Resources webpage.

#### 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 on the Career Services Resources webpage.

#### 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  
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### HEADING:

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

**Jenny James**

Bloomington, IN  
jjames@iu.edu/(812) 555-5555

<https://www.linkedin.com/in/jenny-james-b0734a17/>

### 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 Physical Therapy by demonstrating skills related to restoring and retraining individuals' independence by teaching skills leading to happier, healthier, self-directed lives.

### EDUCATION

#### **Indiana University, School of Public Health**

*Bachelor of Science in Kinesiology*

Major: Exercise Science

Minor: Psychology

Dean's List

Foreign Language: Proficient in Spanish

Bloomington, IN

May 2025

GPA 3.4/4.0

Fall 2023

### CERTIFICATIONS

#### **American Red Cross**

CPR, Basic Life Support, and First Aid Certified

Valid through 2024

### CLINICAL EXPERIENCE

#### **Athletico Physical Therapy**

*Rehabilitation Aide*

- Develop meaningful working relationships with patients
- Plan, modify, and execute treatment programs in consultation with the physical therapist
- Implement treatment programs through verbal instruction and active demonstration
- Schedule patient appointments and organize patient file systems

Bloomington, IN

August 2023 – Present

#### **IU Health, Bloomington Hospital**

*Information Desk Volunteer*

- Greet patients and visitors, direct individuals to appropriate areas, and answer phone calls

Bloomington, IN

August 2023 – Present

#### **IU Health, West Hospital**

*Inpatient Observation 30+ hours*

- Broadened comprehension of inpatient physical therapy strategies through observation of surgical patients in orthopedic, cardiac, and general care

Avon, IN

July 2023

#### **Sidney and Lois Eskenazi Hospital**

*Inpatient Observation 30+ hours*

- Gained conceptual knowledge of inpatient burn and wound care through observation of diagnosis and treatment of orthopedic patients

Indianapolis, IN

June 2023

### LEADERSHIP EXPERIENCE

#### **Physical Therapy Club**

*Vice President*

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

Bloomington, IN

September 2023-Present

# RESUME BULLET POINTS



## Communicate your accomplishments.

### BULLET POINTS

This section 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 accomplished 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 six-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

**Indiana University**, School of Public Health Bloomington, IN  
*Bachelor of Science in Applied Health Science* May 2025  
Major: Nutrition Science GPA 3.8/4.0  
Minor: German  
Language: Fluent in German

**Berlin University** Berlin, Germany  
Intensive German Language Seminar May 2023-August 2023

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#### NUTRITION EXPERIENCE

**BBK Health Care Center** Bloomington, IN  
*Dietary Aide* August 2023-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* May 2023-August 2023

- Shadowed nutritionist and reviewed diet plans for 54 clients based on individual 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 2022-February 2023

- 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

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#### MANAGEMENT EXPERIENCE

**Indianapolis Public Pools** Indianapolis, IN  
*Head Lifeguard* May-August 2020, 2021, 2022

- Supervised a team of 20 lifeguards ensuring proper training, attentiveness, and safety
- Scheduled shifts for three 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 five lifeguards each season in an effort to maintain the most effective lifeguarding team possible

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#### CERTIFICATIONS

Lifeguard Certification Valid through December 2023

American Red Cross, First Aid and CPR Certification Valid through December 2023