

# SAMPLE RESUME

If you have a Master's degree, add it into your first bullet to highlight your education.

"Results oriented professional" "Talented Educator" or "Bilingual Project Manager" are examples. Any professional title that describes your experience as related to job applying for can be used.

Tailor each bullet using keywords from the job posting. Quantify your skills whenever possible.

Do not use 'Volunteer' in your title. Alt: Community Development Advisor/ Educator

USE -ED ACTION WORDS/ fragment sentences (No 'I').

Avoid repeating action words—use synonyms.

Use past tense for all jobs other than your current job.

Bullets are much easier to browse than paragraphs. Remember the average employer's first glance at a resume is only 8-12 seconds.

Create a Master Resume with all previous experience listed. When making a job-specific resume, pull the key points from the Master that relate the most to the qualifications listed in the job announcement.

1" Margins on all sides— may reduce bottom/sides slightly if needed.

Name is the BIGGEST item on page—bigger than the headings too!

## ARPI SEEVI

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Key Qualifications Category is MUCH better than Objective— tailor your bullets to job you're applying for—**work in key words from job description**—generally 3 or 4 bullets is sufficient.

Only list NCE when applying to federal government jobs

BE CONSISTENT on your posting format (i.e. Organization or Title first). For a traditional resume, list experience in reverse chronological order (most recent first).

Quantify your skills (i.e. number of years experience or clients served) when possible and include outcomes/results.

List month and year for each job. [If only year is listed, employers may think you are trying to hide large employment gaps.] Smaller gaps in employment are generally not a big issue. Even longer gaps in bad economy are OK.

### KEY QUALIFICATIONS

- Bilingual professional with [*M.A. and*] over 3 years experience in domestic and international public health, including public health outreach and client services.
- Fluent in Spanish and English (oral and written).
- Proven project management and leadership skills in multicultural settings.
- Qualify for **Noncompetitive Eligibility for federal hire** based on successful Peace Corps service.

### PROFESSIONAL EXPERIENCE

#### Peace Corps

*Health Education Facilitator*

Chai, Guatemala

Aug. 2012 - Dec. 2014

- **Facilitated** school health program designed to reduce common illnesses and diseases among school-age children in rural Guatemala.
- **Evaluated** program effectiveness encompassing 15 teachers and 500 students.
- **Managed** distribution of funds from the U.S. for 3 scholarship recipients.
- **Prepared** case studies on livelihood and illnesses of Guatemalan villagers.
- **Created** social maps for water and sanitation project in community of 300 beneficiaries.
- **Collaborated** on HIV/AIDS training for over 30 village women.

#### Bridgeport Pharmacy

*Pharmacy Technician*

Anytown, WA

July 2012 - Aug. 2012

- Provided efficient and effective client care; pre-filled insulin syringes and prepared IVs.
- Compounded creams and suspensions for use on specific nursing home patients.
- Required attention to detail and broad knowledge of over 200 of most commonly used medications.

#### Puget Sound Health System

*Pharmacy Technician Intern*

Tacoma, WA

June 2011 - July 2012

- Prepared IVs for medical use; input prescriptions and updated drug database.
- Monitored and maintained medication levels in Emergency Room Accu-dose machine.
- Demonstrated thoroughness and efficiency in filling outpatient prescriptions and inpatient medication orders.

#### Community Health Care

*Interpreter/Scheduler (Temporary)*

Tacoma, WA

June 2011 - Sept. 2011

- Provided interpretation services between staff and patients (Spanish/English).
- Facilitated client access to broad range of clinical services.
- Scheduled appointments and maintained accurate appointment records.

A one-page resume is great if possible but two pages may be used if experience warrants. Recommend either filling second page completely without 'fluff' or fitting to one page.

Use page numbers if more than one page; recommend bottom of first page, top of second page

**Tacoma Community House**

Tacoma, WA

*Adult Literacy Tutor (work-study)*

Jan. 2010 - May 2010

- Tutored students preparing for GED exams in reading, writing, and math.
- Taught math necessary for college entrance exams and general living skills.
- Demonstrated patience and flexibility in aiding and supporting literacy-challenged adults to improve basic reading and writing skills.

Either write month out or use an abbreviation vs. numbers. Writing 06/06 makes it harder to read for the employer.

**Tacoma General Hospital**

Tacoma, WA

*Unit Secretary (temporary)*

June 2009 - Oct. 2009

- Independently handled information requests for doctors and nurses in ICU.
- Maintained patient charts; filed reports and test results; scheduled lab work.
- Transcribed doctors orders and managed patient admits.
- Exhibited cultural sensitivity and a commitment to confidentiality in dealing with diverse health issues.

*Support Partner*

Dec. 2008 - June 2009

- Provided safe, clean environment for delivery of patient care in Primary Care Unit (PCU) within a 400-bed hospital.
- Ensured safe transport of patients, supplies, and materials as needed.
- Oversaw inventory and stocking of patient care supplies for the department.

**EDUCATION**

Generally, list EDUCATION after the PROFESSIONAL EXPERIENCE section, unless you are applying for education/research jobs. Seeing education first may give the employer the impression of "Recent graduate, no experience!"

**Pacific Lutheran University (Tacoma, WA)**

*Bachelor of Arts, Biology, Minor: Psychology*

May 2012

- Graduated with honors (3.75/4.0 cumulative GPA)

**Universidad de San Francisco (Quito, Ecuador)—study abroad**

Fall, 2009

If you do not have your Master's degree, consider listing a second entry to "beef up" your education. (Study Abroad, PST, etc.).

**Peace Corps Pre-Service Training (Santa Lucia, Guatemala)**

Aug. 2012 - Dec. 2012

- Intensive 3-month field-based training consisting of 138 hours Spanish language, 110 hours technical training (health education), and 68 hours cross-cultural training.
- Lived and interacted successfully with Guatemalan host family during community-based training.

Special skills and trainings are a great place to put computer, language and other skills. Can also label this section "Relevant skills and certifications" (tailor it to the job skills/duties).

**SPECIALIZED SKILLS & TRAININGS**

- **Computers:** Proficient in Microsoft PowerPoint, Word, Excel and Publisher
- **Languages:** Fluent Spanish (oral and written); basic Nepali
- **Certifications:** American Red Cross CPR & First Aid (2012)
- **Trainings:** Foundation Center Project Proposal/Grant Writing workshop (Feb. 2012); Budgeting/Financial/Management workshop (2011)

NOTE: Federal resumes can be longer than 2 pages as they require much additional info for each job entry (salary, hours per week, full address for employers, supervisor name & contact info, whether OK to contact)