

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.

Top two things to remember about resumes

1. **RELEVANCY** – how relevant is the information about yourself to the position you are applying for?
2. **CLARITY** – how clearly can you present this information to the audience reading your resume/CV?

Resume Styles

<p><u>Hybrid (pg. 4)</u></p> <ul style="list-style-type: none"> • A combination of the chronological and functional format • Helps with organization of content • Generally used for individuals with divergent backgrounds 	<p><u>Chronological (pg. 6)</u></p> <ul style="list-style-type: none"> • Reverse date order (present to past) • Most popular style • Emphasis on job titles and organizational names • Generally used to highlight increasing levels of responsibility 	<p><u>Functional (pg. 8)</u></p> <ul style="list-style-type: none"> • Focuses on qualifications of the individual • Used to highlight transferable skills & experience • Generally used for individuals with little experience
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Let’s explore each section of a resume:

Profile/Summary

1. Lose the objective statement, but use the profile/summary to give an overview and show what you bring to the table
2. Designed to draw in the reader and emphasizes your qualifications up-front
3. Short sentences supported by content in your resume and match what the employer is looking for in a candidate

Education

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

Experience

1. Highlight your experience that is the most relevant to the audience receiving your resume
2. Use action words (pg. 12) which specifically describe what you have done (present tense verbs = current positions; past tense verbs = past positions)

Professional Development

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

Questions to ask yourself before you begin to create/revise your resume/CV?

1. Who is my intended audience?
2. What is my biggest selling piece? *Hint: your degree!!!*
3. What resume format do I want use? Chronological or Functional or Hybrid?
4. Do I have a job/position announcement to refer to?
5. How many pages should it be? *Hint: more than one page is acceptable!!*

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” on paper.

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

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

Expected May 2014

Tip: Include relevant coursework to highlight your academic training

Bachelor of Science in Biology

University of Georgia, Athens, GA

Tip: Bold your degree and job titles

May 2012

PUBLIC HEALTH EXPERIENCE

Health Educator/Treasurer

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 of the Community Health Advisory Board

Aug. 2012—Present

Internal Team Coordinator

Bhutan Practicum Project in Health, Baltimore, MD and Thimphu, Bhutan

- 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

May 2011 – Jul. 2012

Rural Health and Sanitation Volunteer

Peace Corps, Colonia Takuare, Paraguay

- 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

Oct. 2008 – Aug. 2010

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.*

John Hopkins, pg. 2

RESEARCH EXPERIENCE**Research Assistant**

July 2013 – 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. 2010 – Jul. 2011

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 2012

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 2009

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. 2012 June; 13(3):341-7.

Rosenstein, A.H., Hopkins, J., et al., "Emerging," American Journal of Medical Quality. 2012 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 (2013–Present); Global Health Council (2013–Present); Maryland Public Health Association (2013–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 (2013–Present); Crisis Counselor, Maryland Sexual Assault Crisis Service (2008–2010)**Tips for Writing Successful Resumes/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, Proofread, and Proofread again. There should be no spelling or grammar errors in the resume/CV
6. List a page number and your name on each additional page

<i>Chronological Style Resume</i>

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 2015

Johns Hopkins Bloomberg School of Public Health (JHSPH), Baltimore, MD

Concentration (Track): Global Disease Epidemiology and Control

Relevant Coursework (to be completed by May 2014): 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 Expected May 2014

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Bachelor of Arts in Public Health, GPA: 3.7/4.0 May 2011

Widmore College, Widmore, IL

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

EXPERIENCE

Vice President Fall 2013 – Present

African Public Health Network, JHSPH

- 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 Episcopal Refugee and Immigrant Center Alliance

Research Assistant Dec. 2012 – June 2013

Clinton Health Access Initiative (CHAI)

- 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

M. Bloomberg, pg. 2

Program Intern

Jan. – May 2012

Bill & Melinda Gates Foundation

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

Sept. – Dec. 2011

PATH Malaria Vaccine Initiative (MVI), Seattle, WA

- 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

Summer 2011

Widmore College, Widmore, IL

- 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

Winter 2010

Crane Chemical Senses Center

- 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

Fall 2009

Children's Hospital of Chicago

- Consoled 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. (2010). "Physical Functioning in Women with HIV"; Public Health Magazine; November 2010, 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

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 | Expected May 2015 |
| Johns Hopkins Bloomberg School of Public Health, Baltimore, MD | |
| Certificate in Humanitarian Assistance | May 2014 |
| Johns Hopkins Bloomberg School of Public Health, Baltimore, MD | |
| Bachelor of Arts (BA) in Anthropology | May 2012 |
| State University, Eastham, MA | |

Tip: Used to demonstrate "skills" learned in the classroom

PUBLIC HEALTH TRAINING

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD Aug. 2013 – Present

Principles of Epidemiology (Fall 2013)

- Designed studies using basic epidemiologic methods
- Reviewed papers and assess the validity of their design and their inferences
- Identified the place of epidemiology in preventive medicine and disease investigation

Social Epidemiology (Fall 2013)

- Identified and described four distinct core areas of research
- Applied concepts, theories and methods from the field of social epidemiology to a research problem

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
- Conducted extensive reviews of the literature on epidemiology and disease surveillance for USAID funded research project
- Assisted with data entry and analysis on study related to establishing new intervention and safety planning program
- Engaged in research site recruitment and participant retention by creating new recruitment materials and outreaching to local health clinics, and hospitals
- Trained in conducting qualitative interviews for research studies by faculty

Tip: Reverse chronological timeline of work

WORK HISTORY

Research Assistant, Harriet Lane Pediatric Clinic, Baltimore, MD (Sept. 2012-Present)

Program Support Officer, International Medical Corps, Amman, Jordan (July 2011-Aug. 2012)

J. William Fulbright Fellow, Gaborone, Botswana (Aug. 2010-July 2011)

Research Assistant, Infectious Disease Care Center, Gaborone, Botswana (Aug. 2009-July 2010)

Medical Support Staff, Bwindi Community Health Centre Kanungu District, Uganda (Summer 2009)

Volunteer, SHAWCO Mobile Health Clinics Cape Town, South Africa (Feb.-June 2009)

Volunteer, Treatment Action Campaign Cape Town, South Africa (Feb.-June 2009)

Research Assistant, Boston University, Boston, MA (Aug. 2006-May 2007)

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 2009)

Curriculum Vitae

Matthew Bloomberg, MHS

Home Address:
 978 Lombard Street
 Baltimore, MD 21202
 Cell: (555) 555-5551
 Email: mbloom@gmail.com

Office Address:
 Johns Hopkins Bloomberg School of Public Health
 615 N. Wolfe St, W2300
 Baltimore, MD 21205
 Email: mabloombe@jhsph.edu

EDUCATION

Expected May 2014

Doctor of Philosophy (Ph.D.), Department of International Health, Program in Global Disease Epidemiology and Control, Johns Hopkins Bloomberg School of Public Health (JHSPH), Baltimore, MD

Dissertation: Indirect Benefits of Rotavirus Vaccination in Bangladesh (Dr. John Hopkins)

May 2010

Master of Health Sciences (MHS), Department of International Health, Program in Global Disease Epidemiology and Control, JHSPH, Baltimore, MD

May 2006

Bachelor of Arts (BA), Biology, Hartwick College, Oneonta, NY

Senior Thesis: Impact of Agricultural and Waste Water Treatment Facility Runoff on the Incidence of Antibiotic Resistant Bacteria in Streams (Dr. Paige Health)

SCHLORASHIPS

Sep. 2009-Aug. 2012

Clinical Trials Training Program in Vision Research (Full Tuition), National Eye Institute Training Grant Number EY 07127, National Institutes of Health

May 2009

Clements-Mann Fellowship, Johns Hopkins Bloomberg School of Public Health

PROFESSIONAL TRAINING

May 2009

Vaccine Science and Policy Certificate, Department of International Health, Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

December 2008

Clinical Vaccine Trials and Good Clinical Practice (GCP), Johns Hopkins Bloomberg School of Public Health, Center for Immunization Research, Baltimore, MD

RESEARCH EXPERIENCE

June 2008 – Dec. 2012

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

- Involved in study coordination, protocol development, data management and analysis, drafting of materials for publication, and microbiology and immunology laboratory analyses for Phase I and Phase II studies of new enteric vaccines. (Dr. John Hopkins)

Nov. 2007 – May 2008

PHASE Intern, Maryland Department of Health and Mental Hygiene, Epidemiology and Disease Control Program, Baltimore, MD

- Conducted an assessment of Hepatitis C Virus screening and treatment practices of providers serving individuals with limited resources. (William Penn)

July 2006 – Aug. 2007

Research Technician, Partners AIDS Research Center, Massachusetts General Hospital, Harvard Medical School, Boston, MA

- Performed molecular and immunology assays for studies on Hepatitis C virus infection, including mammalian tissue culture, DNA extraction, elispot, lymphoproliferative assays, chromium release assays, intracellular cytokine staining, tetramer/pentamer staining, and multicolor flow cytometry. (Dr. Matt George & Dr. Lee Michael)

Tip: Dates on the left margin

M. Bloomberg, pg. 2

July 2005 – June 2006

Lab Manager, HCV group, Partners AIDS Research Center, Massachusetts General Hospital, Harvard Medical School, Boston, MA

- Oversaw training and supervision of new technicians, management of BL2+ tissue culture room, and ordering of reagents and supplies. (Dr. Lee Michael)

TEACHING EXPERIENCE

2008 – 2013

Teaching Assistant, Department of International Health, Johns Hopkins Bloomberg School of Public Health, Baltimore, MD**Course title:** Clinical Vaccine Trials and Good Clinical Practice:

- Developed course materials in conjunction with instructors, communicated with students, maintained course website, and graded assignments; 5 terms. (Samantha Brown & Julie Smith)

Course title: Clinical and Epidemiologic Aspects of Tropical Diseases

- Scheduled guest lecturers, communicated with students, maintained course website, and graded exams and assignments; 3 terms. (Dr. Jim Miller & Dr. Cooper Sims)

Course title: Introduction to International Health

- Facilitated discussion group sessions, held office hours, and graded assignments; 1 term. (Dr. Pat Sajak)

Jan. 2006 – June 2007

Tutor, Study Smart, Boston, MA

- Conducted private, in-home tutoring for SSAT/ISEE, PSAT, and SAT prep and academic subjects.

PROFESSIONAL MEMBERSHIPS

2008 – Present

American Society for Microbiology

2010 – Present

Global Health Council

SELECTED PUBLICATIONS

Tip: Be sure to bold name in list of authors.

Bloomberg M, Namaz, L, Kite, R, Elliott, F, Cadwell, M [in press], Malnutrition levels in children in developing South American nations, *Journal of Vaccine Science*: 10.1016/.2011.09.065

Bloomberg MJ, Rudy, M, James, L, Anthony, C, Waterson, S, Levin, M [2012], Comparative evaluation of the antibody in amyotrophic lateral sclerosis (ALS) and enzyme-linked immunospot (ELISPOT) assays for measuring mucosal immune responses to Shigella antigens, *Journal of Vaccine Science* 23:6214–6987.

SELECTED PRESENTATIONS

Namaz, L, Kite, R, Elliott, F, Cadwell, M, **Bloomberg M**. Volunteers receiving live CETC vaccine have reduced severity of illness following H10407 challenge. Presented at the 6th International Conference on Vaccines for Enteric Diseases, Cannes, France, 2012.

Rudy, M, **Bloomberg M**, Fatima, P, Honda, V, Taeroe V, Deering, R, Nuracum, L, Burg, P, Walker, T, Lundgren D, Swenarole, Q. Immune Responses in Volunteers Challenged with Enterotoxigenic *E. coli*. Presented at the 5th International Conference on Vaccines for Enteric Diseases, Malaga, Spain, 2010.