

## DEPARTMENT OF HEALTH SERVICES MANAGEMENT & POLICY

**"A COLLECTION OF  
INFORMATION,  
OPINIONS AND WHAT-  
NOT'S FOR YOUR  
READING ENJOYMENT."**

### The Monday Dose

*Prescribed by Students for Students*

April 2013

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Spring Break is over, and as we delve into the last full month of classes, it is time to look forward. After this semester, some of us will be part-way done with our degree program requirements, while others will be graduating. Either way, now is the time to ensure that we have the necessary tools to create or polish our resumes to ensure that our education and experiences are highlighted in the most satisfactory way. This edition of the Monday Dose aims to provide the necessary information to ensure that your resume is written in a way that gives it a leg-up over the competition.

### "A Few Quotes for Your Thoughts"

*"Don't be afraid to give your best to what seemingly are small jobs. Every time you conquer one it makes you that much stronger. If you do the little jobs well, the big ones will tend to take care of themselves."*

- Dale Carnegie

*"The resume focuses on you and the past. The cover letter focuses on the employer and the future. Tell the hiring professional what you can do to benefit the organization in the future."*

- Joyce Lain Kennedy, *Cover Letters for Dummies*



# In the News

This article, by The Economist, gives some basic guidelines on what should and should not be included in your resume. Above all, this article highlights the importance of being conscientious of the characteristics of those who will read your resume. This article also gives an outline of what should be included in your resume and how to format the resume.

<http://www.economist.com/node/558946>



This article, found in The New York Times, focuses on the resume writer's need to focus on the future – the job you are applying for – rather than focus on the past jobs and experiences you've had. It is imperative to spend the time to change your resume to highlight how your past positively affects your ability to do the job you are applying for.

<http://www.nytimes.com/2010/02/28/jobs/28search.html? r=0>



This is a website aimed at helping you find your dream job. You may create an account if you wish, but I wanted to address the number of articles they have for all things job-related. The article tab is located on the top, right-side of the webpage and allows you access to hundreds of articles giving tips and advice for every part of the job search.

[www.wetfeet.com/](http://www.wetfeet.com/)



# PROFESSIONAL DEVELOPMENT

## *Resume Development Tips*

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The resume, and cover letter, are of vital importance when searching for employment. Though they will not get you a job, they are the primary factors that an employer will use when deciding whether or not to schedule an interview. The resume should not be considered a history of past employment, but rather an innovative way to market yourself. Though it may be time consuming and tedious, it is important to update your resume for every job you apply for. Below are some helpful tips on what should and should not be included in a resume. Remember that you must be as professional as possible, while still standing out.





# Resume Development Tips

ETSU—April 2013



## Types of Resumes

- Functional Resume – used when the applicant is lacking in work experience, is changing careers, or returning to work after being unemployed for a period of time.
- Chronological Resume – in this resume you list your work experience from most recent through all job experiences.
- Combination Resume – this is the most common type of resume, and it is a combination of the functional and chronological resume.
- Target Resume – resume is updated to target each specific job for which the applicant is applying.

## Resume Tips

- Write your resume as **clearly** and **concisely** as possible—you will not be there to clarify.
- **Proofread!!!!!!!**
- Try to make it a **one-page** resume.
- Write in **3rd person** and use **action verbs** to describe previous job experiences and expectations.
- Write in **reverse chronological order** for education and experience.

## Cover Letter

This is often required and is a great way to set yourself apart from other applicants. Show that you have done research about the position/company and highlight what you could bring to the company.

- Paragraph 1 – Indicate the position you are applying for and how you learned about it.
- Paragraph 2 – Indicate why you are interested in the position; this is also where you highlight what you can bring to the company.

## Important Headings to Include in your Resume:

Contact Information  
Skills  
Activities/Leadership  
References

Education  
Experience  
Published Abstracts and/or Presentations



# Resume Development Tips

Here are some important tips to keep in mind when you are writing, editing, or revamping your resume. Also, remember your resume should be updated and tweaked to be specifically applicable to each job you apply for—yes, this will be time consuming, but worth the effort when you get the interview for your dream job.



- **Lies or misrepresentations**—maintain honesty and integrity and remember that employers can detect exaggerations on your resume.
- **Abbreviations** – write out what you want to say. Keep your resume as professional as possible; also, use numerals like 3, instead of three.
- **Salary expectations**—wait for an interview to discuss this issue.
- **“References Available upon Request”** –you will be asked for them, so you should include them on your resume.
- **Write in long sentences**— employers have many resumes to look over, so you want yours to be as reader-friendly as possible. Instead of wordy sentences, write in bullet points to get the information across in an easier-to-read way.
- **Too much information**—your resume’s job is to get you an interview, so keep it short and to the point— expand upon it at the interview.
- **Unusual fonts and bright colors** – you want your resume to stand out, but not like this! Instead, include bold print, caps, underlining or indentation to stand out.
- **Details about your personal life**—your resume should focus on professional matters.

ETSU’s University Career Services maintains a website that is easy to use, and their staff can help you search for jobs, critique your resume, and practice using mock interviews. <http://www.etsu.edu/students/careers/default.aspx>

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# “Ask the Professors”

## Question:

“What information do you think is most important to include/highlight on your resume and how would you incorporate this? What resume mistake do you see the most amongst students?”



## Answers:

The resume should be easy to read with absolutely no grammatical errors or typos. Proof-reading is a must. Consistency is important; therefore use the same font and style throughout. You can use bolding or italics to make your headings stand out.

The content should be accurate and truthful. Don't sell yourself short but also don't exaggerate. Employers seek honest employees, and your resume should reflect your honesty and integrity.

Do not include personal contacts (e.g., family members, church pastor, your roommate) as references. Your references should always be professional contacts (e.g. your professor, college advisor, work supervisor).

Have one or two experienced colleagues or staff of the Office of Career Services review your resume. It's always helpful to have another set of eyes look at your resume and give your feedback.



## Answers:

My best advice is to tailor your resume to the organization that you are applying to. If you are applying to academic organizations, they may require a CV which is much more in-depth but allows you a lot more space to include all your presentations and publications. In general, the person reading your resume is likely an employee in the Human Resources department who may not be familiar with the area that you are applying for. Therefore, s/he may be looking for key buzzwords that are included in the job description. Make sure to include these words in your resume. For example, if a position requires specific knowledge of statistical tools, make sure to name that specific tool if you had used it in your previous job(s).

My general rule for applying to jobs is to cast a wide net, apply early, and apply often. It can become overwhelming if you wait till your last semester to apply for jobs. Keep in mind that some sectors will take longer to get back to you. For some positions in the federal government, it may take up to a year to review the applications.



## Answers:

I think the most important information is the presentation of accomplishments in bullet points. That is where experience and transferable skills need to be marketed in a way that leads to interviews. The most common mistake is writing unclear or inadequate descriptions of experience and skills.



# Dates to Remember

**April 2** – Breakfast with the Expert with Rhonda Reeves, Holston Valley Medical Center (Lamb Hall, Room 116 at 8:30 a.m.)

**April 3** – Appalachian Student Research Forum (set-up for poster presentations)

**April 4** – Appalachian Student Research Forum (Centre at Millennium Park at 8:00 am)

**April 8** – Film – Follow the Leader (Culp Auditorium at 7:00 p.m.)

**April 11** – Leading Voices Lecture with Dr. Reed V. Tuckson (Millennium Centre, Second Floor Ballroom at 7:00 pm)

**April 25** – Leading Voices Lecture with Commissioner John Dreyzehner, MD (Millennium Centre, Second Floor Ballroom at 7:00 pm)

**April 30** – Breakfast with the Expert with Rebekah English, Northeast Regional Health Office (Lamb Hall, Room 116 at 8:30 am)

