

Six Tips for Resume Writing



TAILOR YOUR FORMAT

Chronologically - Best for a progression of skills, consistency in interests, and an increasing level of responsibility.

Topically - Organizes by category and places less emphasis on a timeline. Sections might include: Leadership, Technical or Interpersonal Skills, Research, Clinical or Volunteer Experience.

USE GOOD WRITING

Use active verbs (led, organized, strategized) instead of passive verbs (helped, supported, participated in). Write about results, not tasks. (I collected data that showed 50% of patients don't take their medicine.) Use proper grammar and punctuation.

FILL IN ANY GAPS

Identify areas where you have the most significant gaps and look for ways to gain some experience. Look for project-based jobs where you can produce something, or micro-internships where you can get relevant supervision and expand your network.

THINK OUTSIDE THE BOX

Is there anything you did during the pandemic to help others stay connected, receive goods, or access medical care? This may not seem like work experience to you, but it may demonstrate leadership, inventiveness, and social contribution.

COMPLETE ONLINE CERTIFICATIONS

Take online certification courses to expand your skill set. Include any badges on your online profiles. This is especially helpful for technical skill development.

SEEK HELP FROM YOUR NETWORK

Reach out to contacts in the industry you're working in such as previous supervisors, TAs, professors, or volunteer supervisors and ask them to review your resume.

