

**Yale School of Public Health  
Office of Career Services  
Resume Format Guidelines**

*Use no less than 10 point font, 1” margins on all sides are standard.*

**Note:** *This format spans two pages due to inclusion of all optional sections.*

*A one page resume is strongly recommended unless you have been out of undergrad for more than five years or have significant experience in the field. We encourage you to meet with a Career Services staff member for further feedback on resume length.*

**STUDENT NAME**

Current Street Address

City, State, Zip

Phone *(this should be the number where you are most easily reached, i.e. cell)*

Permanent Street Address

City, State, Zip

Email address

**EDUCATION**

**Yale School of Public Health**, New Haven, CT

Candidate for Master of Public Health (MPH), year expected to graduate

Concentration:

**Undergraduate University**, City, State

Degree, Major, Year

**Other Universities Attended**, City, State *this includes education abroad*

**Related Course Work** *this section is optional, but if included, is a sub-category of education*

You include a brief list of courses that may help your application by showing specific relevance to the position you are applying for.

**EXPERIENCE** *includes relevant employment and volunteer experiences listed in reverse chronological order*

**Most Recent Employer Name**, City, State

month/year – present

*Your Position Title, you can also add in the department name if desired*

Provide a concise description of your accomplishments in this position, using action verbs to begin your sentences.

This should include summarizing skills relevant to the position you will be applying for. This can be in paragraph or bullet form. Make sure your verb tense is consistent — if you are describing a previous position or a current position where you’re noting an accomplishment, this should be written in the past tense. Accomplishments still underway are in the present tense.

**Next Most Recent Employer Name**, City, State

month/year – month/year

*Your Position Title*

A concise description of your accomplishments. Format should be consistent with the position above.

**Third Most Recent Employer Name**, City, State

month/year – month/year

*Your Position Title*

Description of your accomplishments using a format consistent with the above.

*Continue adding Employment/Volunteer Experiences that are Relevant to Your Career Progression in reverse chronological order using the Format Above*

## STUDENT NAME

### Page 2

#### **SKILLS** *this section is optional*

List Your Skills That Are Relevant to the Employment You Are Seeking

These may include: Languages (note degree of proficiency), Certifications/Licenses held, Computer (note programs and degree of proficiency)

*Example:*

**Computer:** Proficient in Microsoft Office Suite, SAS, SPSS, familiar with GIS, Access

**Language:** Fluent in Spanish, conversant in French

#### **AWARDS** *this section is optional*

List your relevant awards in reverse chronological order. Don't overestimate the recognizability of your awards and honors beyond your immediate circle. Include enough information for the reader to understand the magnitude and importance of especially noteworthy ones.

*Example:*

**Downs Fellowship for Internship Research, Yale University**

06/05 – 08/05

One of four awarded in the School of Public Health from over thirty submissions.

#### **ASSOCIATIONS** *this section is optional*

List memberships in all major professional associations and the years affiliated. If you have been active in one or more, you may want to describe the nature of your involvement.

*Examples:*

American Public Health Association

2004 – Present

Epidemiology and Public Health Student Organization (EPHSO)

2004 – Present

Vice President in Charge of Orientation, provided leadership in organizing activities for incoming student class.

#### **POSTERS/PRESENTATIONS** *this section is optional*

List all the posters and presentations you have delivered along with the names, dates, and locations of the conferences or meetings where you presented the work. If it was a joint poster/presentation, list other participants in the same format as publication authors below.

*Example:*

Name, S., and Doe, J. 2003. Study of the Use of Tobacco by Women in Underserved Populations in India.

Presented at the 2003 Annual Meeting of the Association of Schools of Public Health.

#### **PUBLICATIONS** *this section is optional*

Publications must include the author's name, title of the article, volume of the journal, and page numbers of the article. If an article has more than one author but less than six, all authors must be listed. If there are six or more authors, list only the surname of the first author followed by "et al."

*Examples:*

Name, Student. 1999. The Social-Institutional Bases of Gender Stratification: Japan as an Illustrative Case.

*American Journal of Sociology* 94:300-33

Doe, J., Name, S., Brown, A. 2002. Reductions in Immunoreactivity in the Hippocampus of Subjects with Bipolar Disorder. *Journal of Psychiatry* 105:218-21