



Public Health

GRADUATE CAREER SERVICES

GRADUATE CAREER SERVICES RESUME GUIDE

FORMAT

- Stay away from using pre-formatted templates and choose a simple font that will be easy to read such as Times New Roman, Calibri, or Ariel. Your font size should be between 10-12 pt. for the body or text of the resume, however you may choose to make your headings such as your name and resume subject headings larger and add a design feature by using caps and bold to make them stand out.
- Be consistent with your font style, punctuation and headings throughout your resume
- Margins on a resume should be between .5 and 1.0 inches
- Avoid excessive use of graphic elements such as colors, photos, lines and borders unless you are applying for a graphic design or advertising position.
- The length of your resume will depend on the duration of your experience as well as the type of position that you are applying for. You may create a “master resume” that may be longer and contain all of your past experience, education, publications, presentations, etc. Then from that resume you can create an application resume for each position that you are applying for using the most recent and relevant information which can be 1-2 pages long.

ORGANIZE AND CUSTOMIZE

- On the top of your resume, create a heading that includes your name, address, phone number, and professional email address.
- If you are a current student, EDUCATION will be the next section of your resume followed by PROFILE section that summarizes your expertise and a SKILLS box listing specific key words that match the skills the employer is seeking from applicants applying for the position. This will make your resume searchable. This is highly recommended for positions that require more technical skills such as consulting and research roles.
- Following this section, create a RELEVANT EXPERIENCE section and include all positions, internships, practicum, culminating experiences, course projects (**see an example of this type of entry within the resume format**), volunteer/community service that match the employer’s skill requirements. A section titled OTHER PROFESSIONAL EXPERIENCE can be used for all other positions that may not be relevant, but have given you transferable skills that may be valuable to share with the employer.
- PROFESSIONAL ASSOCIATIONS will be the last section on your resume and shows the employer your willingness to stay up to date with your profession. A few Public Health professional associations can be found on the Public Health Career Services website at <https://publichealth.gwu.edu/services/career-center/trade-associations>.

FINALIZE

- In addition to this guide, you may use our virtual resume builder [VMOCK](#) to assist you with drafting a resume prior to a Career Services Resume Review appointment.
- Before you upload your resume onto Handshake, attend a career fair or networking event, or apply for a position, schedule a career counseling appointment to have a career counselor conduct a resume review in person or virtually. You may schedule an appointment at gwu.joinhandshake.com.

Public Health Career Services, gwsphcareers@gwu.edu, <https://publichealth.gwu.edu/services/career-center>

SAMPLE PUBLIC HEALTH RESUME FORMAT

YOUR NAME

Add link to your LinkedIn Profile

123 George Washington Avenue
Washington, DC 20052

(202) 994-0000
gwsph.student@gwu.edu

PROFILE

Add up to two sentences to summarizing your expertise if you have a variety of experience. To decide on the specifics, you may want to include in this section, focus on the keywords listed in the job description. Or you may also create a list of technical skills to highlight for the employer. For example:

Grant Writing
Literature Reviews
Policy Evaluation
French (Fluent)

Project Management
Program Implementation and Evaluation
Research Ethics and Compliance
S, SAS, STATA, ArcGIS

EDUCATION

The George Washington University, Milken Institute School of Public Health, Washington, DC

Master of Public Health, Concentration: Health Policy, May 2022

Related Coursework: Healthcare Finance, Policy & Delivery; Health Policy & Health Systems; Principles of Epidemiology; Methods in Health Services Research (Projects in your courses can be listed as a relevant experience entry)

Georgetown University, Washington, DC

Bachelor of Science in International Affairs May 2018, *cum laude*

University of Lyons, France – semester study abroad in French language and history

RELEVANT EXPERIENCE (or PUBLIC HEALTH EXPERIENCE be specific depending on the focus of the position)

Guidehouse, Washington, DC

Internship/Practicum, May 2021-Present

- Attend meetings and collaborated with the VA Community Care Engagement Team.
- Complete projects and presented deliverables to senior leadership and clients.
- Learn about Veteran Affairs (VA) including the Veterans Health Administration (VHA) and current legislation that mandates community care.
- Work on client products, supported business development and marketing efforts.
- Engage with the members of the team in firm reinvestment initiatives.

Georgetown University Hospital, Washington, DC

Project Coordinator, May 2018 –May 2021

- Evaluated compliance with HIPAA regulations and forecasted future needs to maintain regulatory compliance.
- Gathered and analyzed performance data to support restructuring of peri-operative services at hospital.
- Performed data analysis to facilitate improvement in pathology department call-order and lab result inquiries from neighboring hospitals.
- Participated in daily administration meetings regarding all facets of the hospital including accreditation, budgeting, physician administration relations.

The George Washington University, Milken Institute School of Public Health, Washington DC

Name of Course, Title of Project, Date

- Describe your project using bullets to high light each task completed
- Be sure to quantify the results of your project

World Health Organization, Geneva, Switzerland,

Intern, Health Systems Governance and Aid Effectiveness, May 2017 – August 2017

- Performed qualitative and quantitative analysis on national health documents for 15 priority states.
- Identified weaknesses and areas for improvement in funding proposals from national governments.
- Worked as a member of an international team for health systems strengthening.
- Founding member of the WHO Intern Board.

National Association of County and City Health Officials (NACCHO), Washington, DC

Health Department Intern, May 2016-August 2016

- Communicated updates with local health departments and regional stakeholders.
- Conducted background research in health policy development.
- Wrote posts for the Preparedness Brief Blog.

OTHER PROFESSIONAL EXPERIENCE (optional for positions that are not relevant but provided transferable skills)

The Eleanor Roosevelt Papers Project Washington, DC

Research Assistant, August 2015 - May 2016

- Transcribed primary source audio files from Mrs. Roosevelt from the ERP and Library of Congress databases.
- Conducted valuable original research using primary sources from the Library of Congress, ProQuest to provide context to transcriptions.
- Reviewed and resolved errors in audio transcriptions conducted by fellow colleagues.

PROFESSIONAL ASSOCIATIONS

- American Public Health Association 2012-Present
- Society for Public Health Education 2012-Present

