



## Health Professions (HP) Resume Tips

Lots of tips, myths, and information out there, but I consider this the most helpful:

- Purpose of resume is what you did and what was the outcome based on what you did!
- Put **important** information on Page 1.
- Yes, you can have a 2-page resume, but make sure your name is on 2nd page. • People read left to right and top to bottom.
- Use action verbs not "I" statements.  
<https://www.indeed.com/career-advice/resumes-cover-letters/action-verbs-to-make-your-resume-stand-out>
- Do not list anything that does not have data to back it up, therefore do **not** need an objective, a summary statement, a list of courses, GPA(s), or a list of skills.

### Formatting tips

- Font size: No smaller than 11 pt
- Font type: Arial or Times New Roman
- Margin: 0.5 all the way around page
- 2 pages: Yes, okay but never put important information on 2<sup>nd</sup> page! Name and page # on second page.
- **Bold**: yes, you can use but not overuse; Underline: Try to avoid, hard on the eyes; *Italics*: Avoid using because hard on the eyes.
- **Bold**, underline and *italics*: never use **all three at same time** because its' too hard on the eyes.

### Other TIPS

1. Focus on all your college experiences both inside and outside of the classroom and describe your skills and outcome because of those skills.
2. Organization of the resume is based on Clinical Experience, Community Service and/or Research Experience. You can move these major sections around based on what is important for you to highlight to the job or school you are submitting.
3. Never ever sell yourself short! All experiences matter.
4. Focus on your transferrable skills! All activities you have done, student groups, volunteer, paid employment, etc. are skills you have gained that are transferable to a new employer or a new school!

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5. Don't add excess words or language, thus no need for an objective or classes or even your GPA. If they want that information, they will review it in your official transcript or application.

6. Please see HP Resume example in next item.

7. Please work with UM-Dearborn Career Services for HP resume reviews.

Have fun creating your resume! Create one and edit, edit, edit!

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