

The HEALTH EDUCATION^{PAW}



Written by: Liberty Pandey & Rachel Pryzby
Volume: III Issue: II

Alumni Livewire

Successful Resume Writing— things to consider

As much as resume writing can be a daunting task, it is also a skill that can be honed with practice. There is no "perfect" resume and ideally resumes should be tailored for each position. Here are some suggestions for writing an effective resume.

Do...

✓ **Limit the number of pages submitted!**

Employers assume that resume content is merely a selection of your experiences. Realistically, a potential employer will probably skim your resume, so submitting a one or two page resume will show your audience that you are respectful of their time and will increase the chance that they will read the whole document. Note: it is often acceptable for academic CVs to be more exhaustive and thus, longer.

✓ **Use present tense verbs when describing things in which you are currently involved and past tense verbs for past experiences.**

✓ **Show, don't tell:** instead of describing your skills as "excellent" or "superior," give specific examples to demonstrate

what makes you a strong candidate.

✓ **Use language from the potential employer's job description, website or mission statement in the content of the resume to explicitly draw the connection between you and your potential employer.**

✓ **Use standard fonts such as Arial, Times New Roman or Garamond.**

✓ **Submit a customized resume for each position.**

✓ **Order headings (such as "Education," "Skills," etc.) in the order that makes sense for the position.** If the position requires technical skills in the job description, consider listing skills towards the top of the resume. If a person is still in school or has recently graduated, it is acceptable to list "Education" at the top or near-top of the resume.



Don't...

× **Use first-person language ("I" statements).**

× **Use unnecessary words and phrases such as "duties included" or "responsible for."**

× **Write in full sentences in descriptions of past experiences.** Instead, begin phrases with action verbs—powerful words to describe what you did. For example, "*Designed a framework for assessing economic impact of grant-funded health education program.*"

× **Use overly large or overly small font size.** Stick to font sizes between 10.5 and 12.

× **Include personal information such as age, marital and health status, and religious or political affiliations, unless related to the position.** It is advisable to exclude data relevant to salary expectations.

× **Include information that is implicit (such as high school graduation) or out-of-date (positions held several years ago, depending on position being applied for).**



**** Update Us!! We would love to know what you are doing so we can put you on our Alumni Page and in our next newsletter. Email us with updates at healthed@uconn.edu!!**

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Health Education Alumni Updates

Wishing you all prosperity, success and happiness in 2011! Happy New Year!

- ☺ **Pamela Kravitz** is currently living and working in Philadelphia. She works as a Child Clinician for the Community Council for Mental Health and Mental Retardation. She just celebrated her 2 year anniversary with her partner and is working towards her licensure.
- ☺ **Emily Blandford** is currently working as a Residence Hall Director at Eastern CT State University and assisting at the Women's Center through this position. She loves her new fuzzy hamster friend, Mocha.
- ☺ **Sara Farouque** is currently working as a manager at Salvation Army. She plans on finishing her Registered Nurse degree and becoming a sexual assault nurse.
- ☺ **Vu Tran** graduated with his Masters in Accounting in December, 2010. He has also passed all four parts of the CPA Exam. He is currently working as a Staff Auditor for Ernst & Young, LLP in Hartford, specializing in the healthcare industry.
- ☺ Congratulations to **Laura Gasiorek**, who is now officially Mrs. Laura G. McKenna. She got married on New Years Eve.
- ☺ **Amanda L'Bassi** is currently in her first year at Tufts University School of Medicine and lives in Medford, MA. She volunteers at Bridge Over Troubled Water, a safe-haven for homeless youth between the ages of 14-24. She is also one of the leaders in the Tufts chapter of Physicians for Human Rights (PHR).
- ☺ Congratulations to **Samantha Fink** on her engagement! She is currently living in New Jersey with her fiancé. The wedding is scheduled to take place in October 2011 in CT.
- ☺ **Mike Hardej** is finishing his Master of Science in Higher Education degree from Colorado State University by May. He is actively job searching in the Boston area.
- ☺ **Ashley Esak** is completing her first year of graduate study at Saint Joseph College in School Counseling, where she works as a Graduate Assistant in the Counseling Department. She is also substitute teaching all grade levels in Glastonbury, CT.

A message from Joleen

Hi everyone—I just wanted to thank all of you who submit updates and information for us to share. The grads and I enjoy reading them. It gives us an opportunity to reminisce and reflect on our work as well. We are thankful for our alumni because of your impact on the UConn community, in addition to the personal connection with us and the office. In our next issue, we will share a few milestones of the office and what we have been working on throughout the year. Please feel free to drop by the office or email me directly if you are in the area. I would enjoy catching up in person! Best, Joleen Nevers, 860-486-0772 — joleen.nevers@uconn.edu —

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