



PUBLIC HEALTH PROGRAM

Recommendations for Field Study Resumes

- **Resume Objective:** Ensure that your resume specifies your objective stating your goal to secure a public health field study opportunity as a graduate student intern at a public health organization to satisfy academic requirements for the TUC Public Health Field Study course and MPH Culminating Experience.
- **Profile Section (Optional):** If you wish to provide a brief summary of your skills, experiences, and goals as they relate to a public health field study opportunity/graduate student intern position, feel free to add a profile section.
- **Education and Work/Volunteer Experience:** Please include sections to list your education, work and/or volunteer experience.
- **Skills Section (Optional):** Add any skills, certifications, and familiarity with foreign languages specifying the level (beginning, intermediate, proficient, fluent).
- **Public Health/Global Health Section:** Include a section called '**PUBLIC HEALTH EXPERIENCE**' to be prominently featured on the **FIRST** page of your resume. If you have experience in global health, please add another section titled '**GLOBAL HEALTH EXPERIENCE**.' In either section, students are strongly encouraged to highlight their paid or non-paid global or public health experience. For paid/non-paid experience, include brief bulleted descriptions of your work at each organization listed. Also, add examples of your MPH coursework (e.g., specific topics and results achieved through course projects, presentations, papers, or assignments (include titles of projects, presentations, papers), courses taken, grades, etc.). If you do not have previous paid/non-paid public health experience, provide **EXAMPLES** of your MPH coursework.
- **Clinical Experience:** If you are a dual or joint MPH degree student or are an Independent MPH student with clinical experience, remember to include your clinical experience on your CV or resume.
- **Resume Length:** Your resume should be as concise as possible; two pages is the maximum length.
- **Font and Size:** Times New Roman, Arial, Calibri, or a similar font is best. Avoid using ornate fonts are difficult to read. Use font size between 10 and 12 points, although your name and the section headings can be a little larger and/or bold.

- **Page Margins:** One inch margins on the top, bottom, left and right sides of the pages are standard. Tighten margins to a ½ inch and the margins on the sides and top and bottom to shorten your resume.
- **Layout:** Maintain uniformity for all sections. For example, if you use italics for the name of one organization, do so for each organization name.
- **Accuracy:** Make sure to check for errors in spelling, grammar, tenses, names of companies and people. Enlist the help of a friend to check your resume or utilize the services of the [TUC Center for Career and Professional Development](#) for a resume review. [Email](#) or call the Center Director, [Andrew T. Cronan](#) at 707.638.5873 to make an in-person or phone appointment. Appointments are available beginning on the hour between 8 a.m. and 4 p.m. Monday through Thursday or 8 a.m. through 2 p.m. on Fridays, throughout the year.
- **BEFORE EMAILING YOUR CURRICULUM VITAE (CV)/RESUME TO THE FIELD STUDY COORDINATOR, INCLUDE YOUR FIRST/LAST NAME IN THE WORD OR PDF DOCUMENT FILENAME OF YOUR CV OR RESUME! REMEMBER, THESE DOCUMENTS ARE SENT DIRECTLY TO PRECEPTORS AND SITES; THEREFORE WE MUST BE ABLE TO EASILY IDENTIFY YOUR CV/RESUME BY NAME.** Below are examples of appropriate filenames for and CVs and resumes:
 - Jane_Smith_CV; Smith_John_CV
 - Jane_Smith_Resume; Smith_John_Resume
- **Recommended online resources for Public Health Curricula Vitarum (CVs) and Resumes:**
 - [Johns Hopkins Bloomberg School of Public Health Career Resources](#)
 - [University of California, Berkeley Career Center](#)