



Resume & Letter Writing

Career Services

Office of Student Affairs

UNC Gillings School of Global Public Health

The Job Search Process

Resumes and letters get you the interview

...follow up...

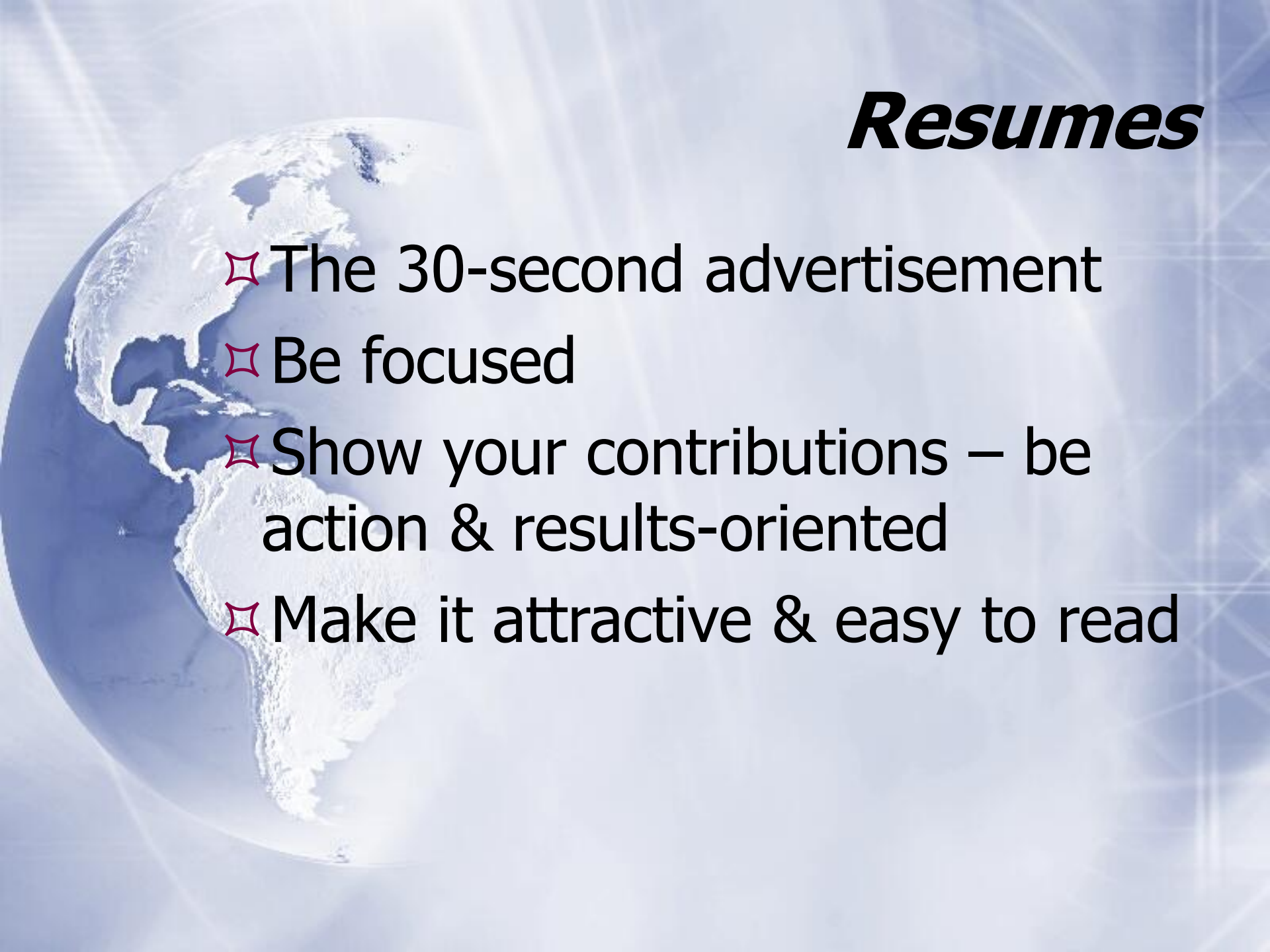


...follow up...

The interview gets you the job offer

Prepare carefully for each step in the process and you will experience success!

Resumes

- 
- ✧ The 30-second advertisement
 - ✧ Be focused
 - ✧ Show your contributions – be action & results-oriented
 - ✧ Make it attractive & easy to read

Self-Assessment



- ✧ Identify your career goals

- ✧ Consider your most important qualities, capabilities, strengths, accomplishments, experiences and skills – write them down

CV or Resume Categories

- 
- ✧ Summary of Qualifications
 - ✧ Education
 - ✧ Experience and/or Relevant Experience
 - ✧ Research
 - ✧ Teaching Experience
 - ✧ Publications
 - ✧ Professional Affiliations
 - ✧ Research Grants
 - ✧ Honors and Awards
 - ✧ Certification or Licensure
 - ✧ Study Abroad
 - ✧ Languages
 - ✧ Military Service
 - ✧ Community Service or Volunteer Experience
 - ✧ Committees/Service/Appointments
 - ✧ Activities



Describing Your Experience

- ✧ Develop action- and results-oriented phrases to describe these experiences using “power verbs”
- ✧ Example: Networked within Latino community in NC Triangle area to recruit study participants.

"Power" Verbs

✧ Management Skills

administered, analyzed, coordinated, developed, evaluated, recommended, supervised, improved, increased, strengthened

✧ Communication Skills

authored, collaborated, convinced, formulated, interpreted, recruited, lectured

✧ Research Skills

clarified, identified, investigated, summarized, extracted

"Power" Verbs

✧ Technical Skills

calculated, designed, engineered, overhauled,
programmed, upgraded

✧ Teaching Skills

advised, explained, facilitated, instructed, trained

✧ Financial Skills

allocated, audited, budgeted, forecasted, projected

"Power" Verbs

✧ Creative Skills

conceptualized, customized, initiated, revitalized

✧ Detail Skills

catalogued, monitored, organized, processed, systemized, validated

✧ Accomplishment-Oriented Verbs

achieved, pioneered, resolved, spearheaded, transformed

Resume Do's & Don'ts



Do

- ✧ make it attractive - use a readable font and print on a laser printer
- ✧ use good quality paper (at least 20 lb. bond) in white or off-white
- ✧ be specific in your objective, if possible
- ✧ quantify duties when possible
- ✧ use short phrases that convey a positive, concise description of your accomplishments
- ✧ check the spelling of every word; make sure grammar and punctuation are correct
- ✧ have your resume critiqued by Career Services staff

Resume Do's & Don'ts



Don't

❖ include personal information such as weight, height, marital status, social security number, age, race, religion, or political affiliation

❖ use words such as I, me, or my on your resume

❖ exaggerate your experience

❖ start phrases in experience section with "Responsible for"


❖ state salary

❖ use abbreviations without spelling out what they stand for

❖ expect to write your resume in one sitting

❖ send a resume without a cover letter

Cover Letters

- 
- ✧ Provide an introduction and further tailor your experiences and skills to the job for which you are applying.
 - ✧ Highlight the information included on your resume and can provide additional examples of your strengths and accomplishments.

Basic Format

First Paragraph

- ✧ Indicate the reason for writing, the specific position or type of work for which you are applying, and how you learned of the opening.

Second Paragraph (or section)

- ✧ Mention why you are interested in the position, the organization, its products or services
- ✧ Indicate what **you** can do for the employer. What makes you uniquely qualified for the position?
- ✧ Point out related work or internship experience by mentioning specific achievements or skills gained through this experience.
- ✧ Avoid repeating information word for word as it appears in the resume.



Basic Format, contd.

Third Paragraph

- ✧ Indicate desire for a personal interview. Repeat your phone number in the letter and offer any assistance to help in a speedy response (i.e. how will you follow up?).
- ✧ Thank the employer for his/her consideration.

Other Professional Letters

✧ Networking Letter

Introduction and request for informational interview

✧ Thank You Letter

ALWAYS send a professional thank you letter after an interview or other contact with a potential employer or networking contact

and eventually...Offer acceptance letter





For Assistance, Contact

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