



Pre-Health Resume



Learning Outcomes

- **Students will understand the purpose of a resume and cover letter**
- **Students will be able to differentiate between a business model and pre-health resume and determine the use of each.**
- **Students will be able to construct both a business model resume and cover letter and pre-health resume**
- **Students will understand the purpose of a resume and cover letter**
- **Students will be able to identify strategies that can strengthen their resume and cover letter**

Communicating Your Story

What is a Resume?

A strategic summary of your education, experiences, and competencies.

An opportunity to *highlight*:

- Competencies
- Experiences
- Knowledge learned
- Strengths
- Accomplishments
- Awards
- Skills - Language, Technical, Software



Important?

- Resumes are intended to help you to prepare for the CAS application process
- Prepare to ask for letters of recommendation
- Provide your story to recommenders - Make it Memorable
 - Use clear, concise language
 - Quantify your accomplishments
 - Choose action verbs used in job posting
 - Physical appearance of resume
 - What you say and
 - How you say it

Two Models Business Pre-Health

Business Model

- **1 page in length**
- **Brief experience and activities history**
- **Factual information**

Pre-Health Model

- **Modeled after CAS application 'Experience & Activities' Section**
- **Provides your recommenders with a complete history of your: Circle of Life**

Pre-Health Model

- Used to secure letters of recommendation for healthcare professional schools
- Preparation for application submission
- Organize 'Circle of Life' categories for CAS applications .
- Helps applicants to reflect on the experiences and determine if the experiences were significant and relevant.

Pre-Health Resume Tips



Pre-Health Model...

Tailor your resume to the CAS application you are applying for, incorporating action verbs found in the job posting/position description

Use 10-12 size font in a professional style – Times New Roman, Arial, Calibri or Verdana

Remember your margins should be no smaller than 0.5 inches

List experiences in Reverse Chronological Order by importance/relevance

Use complete sentences
Use the headings for your CAS application

Ensure all dates, abbreviations, and formatting are consistent

Proofread! Check punctuation, grammar, and sentence structure

Pre-Health

Creating a Strong Descriptive

Action Verb + Task + Learned Outcomes

Use complete sentences

Focus on what you did and what you learned Answer these questions:

What did I do?

How did I do this?

What did this experience teach me about the profession, patients and myself?

Why is this important?

Use the CAS guidelines for the number of characters allowed for each experience



Action Verbs

Action verbs should be
in the tense of the
experience

They convey *how* you
accomplished your task

Passive Verbs	Active Verbs
Helped	Collaborated
Worked With	Contributed
Taught	Mentored



Parts of the Resume

Things to Include

Name
Contact Information
Objective Statement (Optional)
Education
Experience
Leadership
Service
Extracurricular Involvement
Research
Awards/Affiliations
Skills



Things to Leave Out:

Social Security Number
Picture
Age or birthdate
Marital status
Today's date
Ethnicity or Religion
Hobbies

Header & Contact Information

Provides the reader with the most accurate, up-to-date, and best means of contacting you.

MARTHA JONES

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MARTHA JONES

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Education

- Degree
- Name of the Institution and location
- Major or Area of study
- Graduation Date
- GPA?
- Relevant Coursework?

EDUCATION

Bachelor of Science in Business Administration
University of Florida, Gainesville, FL
Minor: Psychology

May 2020
GPA: 3.9/4.0



Pre-Health Model

What to Include

- Experience Type – per options in CAS applications
- Experience Name
- Experience Dates
- Total Hours
- Organization name
- Country and City
- Contact Information
- Experience Description – Describe and summarize each experience – What you did and learned. Use CAS character guidelines

HEADINGS

- Use the CAS application 'Work & Activity' section categories for your profession
- Varies by profession



Headings by Profession

Categories	Medical – Allopathic (M.D.)	Medical – Osteopathic (D.O.)	Dental	Physician Assistant	Veterinary	Pharmacy	Physical Therapist	Occupational Therapist
Artistic Endeavors	x		x					
Community Service – Volunteer Medical/Clinical	x	x	Dental	Direct Patient Care	Animal – Vet Supervised	Pharmacy related	PT Observation Hours	OT
Community Service - Volunteer Not Medical/Clinical	x	x	Non-Dental	x	Animal Related – No Vet Supervisions	Non-Pharmacy Related	Non PT	Non-OT
Conferences Attended	x	x	x		x			
Extra-Curricular Activities	x	x	x	x	x	x	x	x
Hobbies	x		x					
Honors/Awards/Recognitions	x	x	x	x	x		x	x
Intercollegiate Athletics	x	x	x					
Leadership – Not otherwise listed	x			x				x
Military Service	x							
Other	x	x	x	Licenses/certifications	x			InternshipsMD
Paid Employment – Medical/Clinical	x	x	Dental	Direct Patient Care & Non-direct	X Vet Supervised	Pharmacy Related	PT Hours	OT
Paid Employment – Not Medical/Clinical	x	x	Non-Dental	x	Not Vet Supervised	Non-pharmacy related	Non-PT	Non-OT
Shadowing – Clinical Observation	x	x	x	x		x	x	x
Presentations/Posters	x	x	x					
Publications	x	x	x	x				
Research / Lab	x	x	x	x	x			
Teaching/Tutoring/Teaching Assistant	x	x	x		x			x



Pre-Health Experience

Experience Type: Other

Experience Name: Medical Study Abroad Semester

Dates: 6/2017 - 8/2017

Total Hours: 100

Contact Name and Title: Janna Merrick USF Science in Florence Program Director

Contact Email: merrick@usf.edu

Contact Phone: (941) 224-3805

Organization Name: University of South Florida Science in Florence

City/State/County: Florence // Italy

Most Meaningful Experience: Yes

Experience Description: For 6-weeks I had the opportunity to study abroad in Italy through a highly competitive science concentrated program. During my time in the program, I was able to shadow physicians in numerous fields, observing the similarities and differences in healthcare delivery between the U.S and Italy. I was also selected as the Clinical Observation Leader, responsible for the safe and timely travel of students to and from the hospitals and communicating with hospital staff. Academically, I was enrolled in Organic Chemistry and as part of the physician shadowing program, wrote a paper on Italian Medical Ethics that was later accepted at the Oxford International Health Conference.

Most Meaningful Experience Remarks: The time I spent in the "Science in Florence" program has broadened my horizons when it comes to how I view both healthcare and culture. Prior to my experience in this program, I had a very narrow view of healthcare, confined by the conventional boundaries of the status quo. Through this program I was able to critically analyze the differences between Italian and U.S. healthcare, allowing me to get a firsthand look at the pros and cons of each. As the Observation Leader, I was tasked with serving as the primary point of contact between the students and the physician. I loved the fast-paced nature of the hospital, observing ophthalmology procedures, robotic surgeries, orthopedic out-patients visits and more. I learned the importance of extensive teamwork, and watched as the doctors, nurses, and students worked together to treat each patient with respect and dignity. Upon digesting all the information conveyed by the physicians and conducting additional research, I wrote a comparative analysis of Italian and U.S. medical ethics. The paper focused on issues like stem cell research, patient empowerment, and informed consent. This program gave me an insight into how culture is pivotal in the development of healthcare and the role that physicians play in protecting the lives and rights of their patients.



Keep a Journal

For each experience keep a running journal including:

- What did you do?
- What did you learn?
- What did professionals, patients, families, etc. teach you?
- How does this influence your perspective regarding your profession, care of patients and you for fit of profession?
- How does this impact your purpose or 'WHY?' in pursuing your profession?

References

- NOT NEEDED for RESUME
- Recommenders will upload letters in the CAS application



Email or Cover Letter



Email or Cover Letter to Recommenders

An opportunity to:

- Identify yourself to the recommender
- Provide your story
- Demonstrate effective communication by:
 - Expressing your purpose or “WHY?” for the profession
 - Showcasing your education, experience and skills
 - Aligning your personal and professional values and goals with the profession you are pursuing

Email or Letter Content

BODY

- Your contact information – Name, Address, phone number and email address
 - Your education – major, minors and certificates
 - Profession you are pursuing
 - Why you are pursuing the profession
 - Why you are a good fit

Attachments

- Resume
- Personal statement
- Guidelines to Writing a Letter of Recommendation -
<https://www.aamc.org/system/files?file=2019-09/lettersguidelinesbrochure.pdf>
- For UF faculty and staff – Release for Letter of Recommendation -
<https://registrar.ufl.edu/assets/pdfs/ferparelease.pdf>



Questions

