



Resume Models: Business Pre-Health

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

Your Resume
&
Cover Letter

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



Why are Resumes Important?

- Resumes are intended to help you proceed through the selection process
 - Goal is to help you get to Your Next Steps – *Get the Interview!*
- Make it Memorable because in the initial screening process the screener is looking for physical appearance, what you say and how you say it. Therefore,
 - Use clear, concise language
 - Quantify your accomplishments
 - Choose action verbs used in job posting

Two Models: Business Pre-Health

Business Model

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

Pre-Health Model

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

Business Model

Used to apply for:

- Research positions
- Clinical positions
- Internships
- Shadowing Requests
- Community Service positions
- Employment

Pre-Health Model

Used to secure letters of recommendation for healthcare professional schools

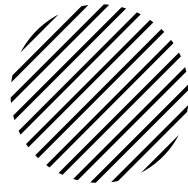
- Preparation for application submission
- Organize 'Circle of Life' categories for CAS applications .
- Helps applicants to reflect on the experiences and determine if the experiences were significant and relevant.

A blurred office desk with a laptop, a coffee cup, papers, and glasses. The text is overlaid on the right side of the image.

Resume Tips

Business Model

Business Model...



Tailor your resume to the job/program 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

Keep resume to 1 page when applying for industry positions

Ensure all dates, abbreviations, and formatting are consistent

Proofread! Check punctuation, grammar, and sentence structure

Business Model - Creating Strong Bullet Points

Action Verb + Task + Result

Keep statements short and direct

Don't focus on duties or responsibilities

Focus on Accomplishments, Initiatives and/or Results

Answer these questions:

What did I accomplish?

How did I do this?

Why is this important?

Quantify and qualify

Include numbers – finances, percentages, approximates, time, size, range, etc.

Include at least 2-3 bullet points 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



Master Resume

- Maintain an up-to-date version of your resume with ALL of your experiences and information
- Create a NEW version Each time you apply and tailor your resume to that specific position or job
 - Choose experiences that illustrate your qualifications for the job
 - Incorporate the action verbs in the position description into your bullet points
 - Remember: Only use an action verb once for each experience listed

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

mjones@gmail.com

[LinkedIn.com/In/marthajones](https://www.linkedin.com/in/marthajones)

Gainesville, FL

(352) 555-1234

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

Business Model

Headings & Experience Descriptive

Business Model: Headings to Consider

Work Experience

Relevant
Experience

Research
Experience

Project
Experience

Leadership

Community
Involvement

Military
Experience

Professional
Development

Volunteer
Experience

Internship
Experience

Athletic
Involvement

Professional
Associations/
Memberships

Business Model

Traditional Experience

What to include

- Company/Organization Name
- Your Title
- Dates of Employment (Month and Year)
- Location
- Description of the work performed (Action Verb + Task/Skills + Results)

EXPERIENCE

Marketing Intern

May 2017 – August 2017

University of Florida Athletic Association

- Performed marketing and promotional activities for major athletic organization
- Managed and planned an operating budget of \$1.5 million, consisting of equipment and facilities
- Developed marketing campaign for university's sports program, resulting in 30% overall increase in attendance at sporting events



FIRST NAME LAST NAME

Mailing Address | Phone Number | Email Address | LinkedIn Customized URL/Online Portfolio

OBJECTIVE

Optional- Seeking [position] at [company] where my [a, b, & c skill/background] will support [intended accomplishment for position]

EDUCATION

Bachelor of Degree Obtained Month and Year of Expected Graduation
University of Florida, Gainesville, FL Overall GPA or Major GPA ____/4.0
Minor/Outside Concentration/Certificate:

Study Abroad: Include institution and coursework if related Month Year – Month Year

Relevant Coursework: List 4-6 classes relating to career goals/that help you stand out from other applicants

RELEVANT EXPERIENCE

Position Month Year – Month Year

Name of Organization, City, State

- Begin each bullet point with a present tense action verb – if it happened in the past, use past tense verbs
- Use formula ACTION VERB + TASK + RESULT
- Answer the questions, “What did I accomplish?,” “How did I do this?,” “Why is this important?”
- Focus on quantifiable accomplishments vs. tasks and job duties
- Avoid repeating same action verbs and fragments
- Use verbs similar to those found in the job posting or a description of that kind of work

RESEARCH EXPERIENCE

Research Assistant Month Year – Month Year

Name of Research Lab, Location

- Use similar formula as above
- Should have at least 2-3 bullet points
- If including publications, use appropriate format for field (MLA/APA/Chicago)

LEADERSHIP AND INVOLVEMENT

Position Month Year – Month Year

Name of Organization, Location

- Include involvement such as student organizations, sororities/fraternities, sports activities
- List office positions held and committee involvement

ADDITIONAL EXPERIENCE

- Should be formatted similar to other experience sections
- Other headings can include military service, volunteer/community service, academic projects, personal projects, shadowing

SKILLS

Computer skills, technical skills beyond MS Office, certifications, databases

Language skills (fluent, bilingual, conversational)

AWARDS OR HONORS

Dean's List List semesters or range of semesters
Recipient, Scholarship Year Awarded

These are just suggestions – remember that your resume highlights your unique strengths



ALBERTA GATOR

Address | Email | Phone Number | LinkedIn URL

EDUCATION

Bachelor of Science in Industrial & Systems Engineering December 2020

University of Florida, Gainesville, FL

Minor: Business Administration

GPA: 3.0/4.0

Osnabrück University of Applied Sciences August 2016

UF Study Abroad Program, Osnabrück, Germany

EXPERIENCE

Field Services Intern May 2018 – July 2018

General Electric Transportation Division, Kansas City, KS

- Reduced inventory in account service warehouses through computation of parts usage
- Coordinated with internal and external suppliers to ensure availability of parts for service kits
- Negotiated price and buying terms with domestic and international suppliers
- Streamlined part selection process through implementation of QR codes

Supply Chain Co-Op May 2017 – August 2017

GE Appliances, a Haier Company, Trenton, NJ

- Developed cost-effective solutions to address ergonomic problems
- Analyzed cost data history to identify potential savings and to eliminate manufacturing waste
- Managed design team to ensure solutions were implemented in a timely manner

Undergraduate Research Intern August 2016 – December 2016

UF Transportation Institute, Gainesville, FL

- Programmed code to help optimize automated car movement
- Reviewed dissertations to understand principles behind automated vehicles
- Demonstrated initiative by self-teaching Java programming through various resources

INVOLVEMENT

Student Assistant, UF/IFAS Dean for Research Office January 2017 – Present

Gainesville, FL

- Part-time job working 20-25 hours/weekly as a student assistant in an administrative dean's office
- Organized and maintained financial records for multiple offices
- Supported deans with project management to better administer research programs

Vice President of Scholarship May 2016 – April 2017

Phi Sigma Rho, University of Florida, Gainesville, FL

- Planned a diverse range of scholarship events to build an alumni foundation and expand networking opportunities for members
- Appointed and managed activities of multiple chair positions to oversee event details and effective communication

Albert Gator
555 S.W 75th St.
Gainesville, FL 32610
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agator@ufl.edu

Objective: To be accepted into _____ school to pursue a career in _____.

Education

Bachelor of Science in Biology (May 2020)
University of Florida, Gainesville, Florida
Grade point average: 3.87; BCPM Science GPA: 3.78

Military Service (if applicable)

Employment

Publix Gainesville, FL (May 2016 – June 2018)
❖ Primary Role: Cashier; Supervisor: Contact Name and Number/Email.
❖ Worked 20 hours per week.
❖ Learned excellent verbal communication and customer service skills.

Healthcare Experiences

Haven Hospice Gainesville, FL (April 2018 – Present)
❖ Visited with patients in the residency as well as in private homes offering companionship to patients and support to family members through providing respite care.
❖ Participated in the facilitation of grief education and support groups.
❖ Being with patients and families at the end of life helped me to have a greater value for quality of care to offer quality of life to patients. I shadowed many professionals – nurses, physicians, social workers and the chaplain to get a full perspective of the different roles professionals have and their effectiveness in approaching patients/families in end of life care. A remarkable experience.

Research

University of Florida, College of Medicine, Gainesville, FL (August 2019-May 2020)
❖ Research Assistant in Department of Pediatrics, Dr. Earl (contact number/email) Total Hours: 150
❖ Assisted with data collection related to Juvenile Diabetes conducting patient interviews.
❖ The study is being conducted to determine the effects of diabetes on adolescent eating habits and socialization patterns.
❖ This was an interesting experience for me. I did not realize the impact diabetes might have on adolescents and the restrictions that are placed on them and how this might impact 'normal' socialization with their peers. Patients understood how important diet is to maintaining glucose levels yet would forego this knowledge in order to 'fit in' with peers. I gained insight into both diabetes and social patterns of adolescents.

Volunteer or Community Service

GRACE Marketplace, Gainesville, FL (June 2016 – Present)
❖ Primary Role: Volunteer; Supervisor: Contact Name and Number/Email, Hours/Week, Total Hours
❖ Completed Harm Reduction Training and co-led outreach meetings to educate those inhabiting the shelter about vaccine hesitancy.
❖ Created relationships with underserved individuals while serving them meals, and collaborating with them in the community garden. Enhanced verbal communication and active listening skills.

Shadowing

Dr. Derek Shepherd, M.D., Seattle Grace Hospital, Seattle, WA (September 2017 – November 2017)
❖ Shadowed Dr. Dempsey at Seattle Grace for 3 hours per week for 10 weeks. Total Hours: 30 hours.
❖ Completed HIPAA compliance training in order to respect trust of patient-doctor relationship.
❖ Improved post-operative patient interaction skills by observing patient-provider interactions.
Dr. Maria Smith, M.D., UF Health Shands Hospital, Gainesville, FL (January, 2018 – March 2018)
❖ Shadowed Dr. Smith at Shands Hospital for 5 hours per week for 8 weeks. Total Hours: 40 hours.
❖ I observed how physicians demonstrate good bedside manner by encouraging questions and providing reassurance to develop trust with their patients.

Additional Categories:

Leadership, Activities/Affiliations, Experiences/Activities that do not fit the above, Hobbies/Interests, Skills, Honors and Awards

Pre-Health Model

Headings & Experiences



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.

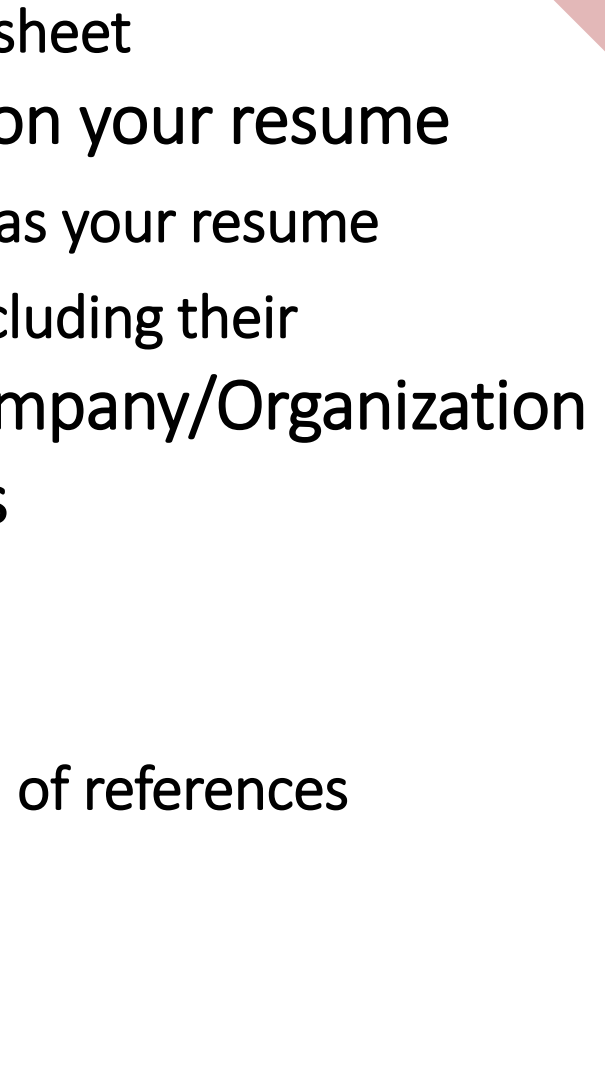


Keep a Journal

What About References?



Business Model: References, You Should...

- Submit on a separate sheet
 - Do not include on your resume
 - Use the same header as your resume
 - List 3-5 references, including their
 - Name, Title, Company/Organization
 - Mailing Address
 - Phone Number
 - Email Address
 - Include a combination of references
 - Employment
 - Academic
 - Character
- 



References – Pre-Health Model

- **NOT NEEDED**
- **Recommenders will upload letters in the CAS application**

Cover Letter

Business Model

The What's and Why's



What is a Cover Letter?

A formal letter that complements a resume or other application materials

An opportunity to:

- Introduce yourself to an organization
- Demonstrate effective communication by:
 - Expressing your interests
 - Showcasing your education, experience and skills
 - Focusing on your value-added to an organization
 - Aligning your personal and career values and goals with the organizations mission, vision, values and goals



CAREER CONNECTIONS
CENTER

UNIVERSITY OF FLORIDA

Ima Gatorman

ibgatorman@gmail.com • J. Wayne Reitz Union • Gainesville, Florida 32611 • 352.392.1601

April 4, 2019

John Smith, Southeast Recruiter
Generic Corporation
750 Headquarters Parkway, Suite 123
Research, CA 75847
Job ID: 999999

Dear Mr. Smith:

In May 2019, after four years of leadership and service as a student at the University of Florida, I will be graduating with a Bachelor of Arts in International Studies with a Minor in Business Administration. I recently learned about Generic Corporation's three-year management rotational program from Alberta Lagator, the Director of Sales for Generic Corporation and a great mentor of mine. I strongly believe that my education and previous management experience qualify me for this position.

In the summer of 2018, I had the opportunity to work with All-State Insurance as a Human Resources Intern. As an intern, I rewrote the job descriptions to coincide with an extensive recruitment effort. I also facilitated training seminars for my supervisors on topics such as disciplinary action, sexual harassment, and discrimination. In addition, my part-time job throughout college as an Assistant Manager at Pop's Deli has allowed me to gain the customer service and problem solving skills necessary to manage day-to-day operations of Generic Corporation.

I am confident that I would be a valuable addition to Generic Corporation due to my coursework and understanding of global business exchanges. In my research, I found that Generic Corporation recently won the Service Retailer of the Year Award in Customer Service at the National Retailing Conference. As a member of Golden Key Honor Society and the recipient of the Brilliance in Service Award, I am eager to be a part of an organization that actively strives for greatness. My ability to work well with customers and other managers will allow me to contribute to the culture described in Generic Corporation's motto, "Excellence Inside and Out".

As a proven leader with relevant experience, I am excited to submit my application for consideration. If you would like to discuss my qualifications further, please feel free to contact me at (352) 392-1601 or at ibgatorman@gmail.com. Thank you so much for your time and consideration. I look forward to hearing from you.

Sincerely,
Ima Gatorman
Ima Gatorman

UF Career Connections Center
Division of Student Affairs
UNIVERSITY OF FLORIDA

Why are Cover Letters Important?

Cover letters are your chance to sell your skills and show your interest in the position

- Goal is to highlight your achievements and experiences that make you an ideal candidate for the job

Make it Memorable

- Don't repeat what is on your resume
- Highlight what your experiences and skills will bring to the position not what the position will do for you
- Include quantifiable accomplishments

Purpose of a Cover Letter

- Introduce your resume
- Provide context to your story
- Explain the “fit” with organization/department
- <https://www.jobscan.com/>

Header & Contact Information

You want the header to look similar to your resume at the top of the paper

MARTHA JONES

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MARTHA JONES

mjones@gmail.com

[LinkedIn.com/In/marthajones](https://www.linkedin.com/in/marthajones)

123 Gator Lane, Gainesville, FL 32611

(352)555-1234

Important Information to Include in Your Cover Letter



CAREER CONNECTIONS
CENTER

UNIVERSITY OF FLORIDA

FIRST NAME LAST NAME

Mailing Address | Phone Number | Email Address | LinkedIn Customized URL/Online Portfolio
(You want your header to look similar to your resume)

Date
Name of Contact Person, Title
Organization
Street Address
City, State ZIP
Job ID # (if Known)

Dear (Contact person's name, hiring manager, selection committee, or position):

Parts of a Cover Letter

Opening Section

- Name the job you are applying and how you learned about it
- Briefly highlight your education, skills and experience

Second Section

- Discuss the skills and strengths you bring to the job, explicitly connect them to the tasks of the position

Parts of a Cover Letter

Third Section

- Demonstrate that you have researched the company by incorporating information such as the organizations mission statement, motto, etc. and relate it to your experiences, goals, and interest in working for the company
- State why you would be a “good fit”, emphasizing how you can help the organization reach its goals

Closing Section

- Wrap-up what has been covered in the letter
- Restate any important themes, creatively tying them into a cohesive conclusion
- State that you are available for a personal interview and the reviewers convenience
- Make it easy for the person to contact you: list your email address and phone number again
- Thank the reviewer for their time

Pre-Health Model

- Cover letters are not needed
- The cover letter format can be used to request a letter of recommendation from a recommender



Questions

