

# PUBLIC HEALTH RÉSUMÉ SAMPLE

For a review, e-mail: [careers@utep.edu](mailto:careers@utep.edu)

See more  
documents here



## Promotion Pete

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### EDUCATION

Bachelor of Science in Public Health  
The University of Texas at El Paso (UTEP)

Anticipated 05/20XX  
Overall GPA 3.75/4.00  
Major GPA 4.00/4.00  
Expires 03/20XX  
Expires 04/20XX  
Expires 05/20XX

Certified Health Education Specialist (CHES)  
First Aid Certification  
Lifeguard Certification

### Honors & Activities:

Dean's List – Fall 20XX and Spring 20XX  
Eta Sigma Gamma Lambda, Member, Fall 20XX – Present

### Relevant Courses

Public Health Administration  
Community Nutrition

Community Health Education  
Chemistry I & II

### EXPERIENCE

#### Lifestyle Assistant

UWSP Health Center

06/20XX – Present  
El Paso, TX

- Prepare and implement monthly educational programs in stress management, relaxation and massage
- Counsel about five individuals in diet and exercise on a weekly basis
- Increase 10% of employee physical activity by developing and supervising employee walking club
- Conduct a presentation for 200 participants on smoking cessation program

#### Lifeguard/ Swim Instructor

YMCA

07/20XX – 08/20XX  
El Paso, TX

- Promoted safe swimming techniques such as diving and basic safety to a class of five children between the ages of six and eight
- Conducted summer swimming classes for four different groups of children between the ages of eight and 12 with the aim of strengthening their swimming skills
- Taught stretch and tone, no-impact water aerobics classes for adults twice a week
- Reduced swimming related injuries by overseeing the swimming pool during peak hours

### VOLUNTEER EXPERIENCE

#### Volunteer Fundraiser

Big Brothers Big Sisters of El Paso

07/20XX – 08/20XX  
El Paso, TX

- Increased contributions by \$500 by leading a team of eight volunteers to organize new monthly community fundraiser activities
- Increased the number of volunteers by 5% by recruiting more frequently with social media outreach
- Organized efforts to gain sponsors for the yearly Big Brothers Big Sisters Fundraiser

#### Volunteer

Battered Women's Shelter

06/20XX – 08/20XX  
El Paso, TX

- Assisted by cleaning and organizing the facility's garage and kitchen on a weekly basis
- Lead a group of three in Christmas activities such as caroling and gift exchange

### SKILLS

Proficient in MS Word and Excel  
Extensive use of MS PowerPoint

- Working knowledge of Spanish  
Proficient in X, Instagram, and Facebook

# Accomplishment Statements

**Accomplishment Statements** are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

**Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).**

It is important to tailor your statements to the job description and include measurable data as much as possible.

**See examples of accomplishment statements in the “Experience Section” on page one.**

**Job Description**

1. **Read and analyze the job description**
2. **Identify the required skills listed for the job**
3. **Match your experiences to the skills listed in the job description**

**Measurable Data**  
**Quantify when possible using:**  
**numbers, percentages, dollar amount(s), or time frames**

## Action Words

Verbs that strongly promote your skills and accomplishments

**Critical Thinking/  
Problem Solving**

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

**Communication  
(Oral/Written)**

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

**Teamwork/Collaboration**

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

**Technology**

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

**Leadership**

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

**Professionalism/  
Work Ethic**

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

**Career & Self-Development (Confidence/Advocacy)**

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

**Equity and Inclusion**

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated: 8/23