

Resume Tips

"**START** WHERE YOU ARE. **USE** WHAT YOU HAVE. **DO** WHAT YOU CAN." - ARTHUR ASHE



Directions: Mentees, share your resume with your mentors and set a date to receive feedback or discuss in your next meeting.

Below you will find some general tips for crafting and tweaking your resume.

For Students and Entry Level RD's

- **Accuracy is key!** Triple-check your resume for grammar and errors. Ask someone else to proofread.
- **Stick with one page.** Be clear and concise.
- **Order is important.** List education first (as it likely includes the bulk of your relevant knowledge), followed by work experiences.
- **Can include unrelated experiences.** Be brief and elaborate on related experiences.
- **No need for an objective.** Discuss interests in the cover letter.
- **Make it easy to read and pleasing to the eye.**

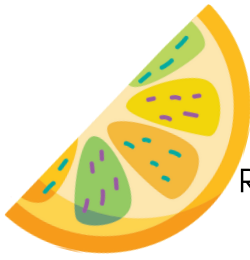
For Mid-level and Experienced RD's

- **Length - more than one page is ok!** Be sure to include work *accomplishments*.
- **Name and credentials.** Put at the very top so they are highly visible.
- **Skill summary and work experience.** Demonstrate professional strengths related to the profession.
- **Tailor your resume.** Focus your resume to the specific job that you are applying.
- **Keep up to date.** Make sure to update regularly.

For more tips, check out:

<https://www.eatrightpro.org/practice/career-development/career-toolbox/resume-templates>





Resume Essentials

RESUME FORMATS VARY, BUT WE RECOMMEND YOU INCLUDE THESE KEY COMPONENTS



Full name and credentials

Up to date contact information and professional email

Joan Smith, MPH, RD, CSR, LDN, CDE
321 South Street, Someplace, PA 43210
H: (098) 765-4321 C: (123) 346-7890
joansmith@net.net

Professional experiences listed chronologically. Emphasize specific, relevant outcomes!

Professional Experience

11/2005 – Present *Clinical Dietitian/Diabetes Educator* *Medical Center, Somewhere, PA*

- Conduct nutrition assessment when warranted by a patient's needs or conditions. Review dietary intake for factors that affect health conditions and nutritional risk. Evaluate health and disease conditions for nutrition-related consequences.
- Interpret blood glucose results and recommend adjustments in food, insulin, or medication.
- Assess educational needs and provide nutrition counseling for diabetes patients and their families based on individual needs, including nutrient requirements, knowledge and abilities, and medical, economic, and social situation.
- Devise meal plans, teach carbohydrate counting and perform nutrition-related functions in addition to pattern management, insulin initiation and delivery, home glucose meter monitoring, ketone testing, and glucagon administration.
- Provide appropriate follow-up in accordance with the patient's treatment goals, referring patients for outpatient counseling and community or home health services as appropriate.
- Provide demonstrations and discussions and develop lesson plans and educational handouts on diabetes awareness.
- Conducted series of lectures to pharmacy students on nutrient and drug interactions.
- Facilitate diabetes support group, arranged speakers, and provide participants with nutritional information and support.

5/1999 – 11/2005 *Clinical Dietitian* *The Place for Health Care, Wheatburg, PA*

- Provided comprehensive nutritional care for various disease states across the lifespan.
- Nutrition assessment and education for 70–100 outpatients.
- Developed and implemented educational materials for lectures, in-services, poster boards, patients, staff, health fairs and the community on diabetes self-management.
- Assigned and directed the workload of dietetic technicians and diet clerks.

Certifications, licenses, awards, and affiliations

Certification/Licensure/Affiliations

- Registered Dietitian (RD)
- Board Certified Specialist in Renal Nutrition (CSR)
- Certified Diabetes Educator (CDE)
- Licensed Dietitian-Nutritionist (LDN) – Pennsylvania
- Certified Insulin Pump Trainer
- American Dietetic Association
- Pennsylvania Dietetic Association
- Diabetes Care and Education Dietetic Practice Group
- Renal Dietitians Dietetic Practice Group

Tip: If you are a second-career dietitian or a seasoned dietitian; consider having a *more elaborate CV* in addition to your concise resume!

Education

Masters of Public Health (2004)
University State, College Town, PA

Dietetic Internship (2000)
PA State Hospital, Someplace, PA

Didactic Program in Dietetics (1999)
Montclair State University, Montclair, NJ

Bachelor of Science (1996)
University State, College Town, PA

List all degrees and relevant education. If you are a student or recent graduate, move education to the top.

Don't forget to include white space! A crowded resume is overwhelming to your audience.