



# The Mentor Program Workbook

BY  
DIVERSIFY DIETETICS

A resource to support your mentoring relationship

# How to use this workbook

The Mentor Program worksheets are developed to help you and your mentor/mentee get to know each other better. It can also give you some new topics to delve into each month you meet.

If you have a mentor/mentee start with 'Getting to Know You' and 'Identifying Your Values and Goals' worksheets. Afterwards, choose topics that are most relevant to you.

Still trying to decide if you want a mentor/mentee fill out the mentoring mad libs to ignite ideas on where to start. Additional resources for mentors and mentees can be found on the DD website

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# Mentoring Mad Libs

Do you think you want a mentor or mentee? Fill in the blanks to complete your mentoring mad lib and figure out what you're looking to get out of a mentoring relationship!

My name is \_\_\_\_\_ and I am seriously thinking  
*name*

about seeking out a \_\_\_\_\_. Currently, I am a  
*mentor or mentee*

\_\_\_\_\_ at \_\_\_\_\_.  
*occupation location*

When I think about what I bring to a mentoring relationship, I am

\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.  
*personal trait personal trait personal trait*

I want to start a mentoring relationship because I would like to

\_\_\_\_\_  
\_\_\_\_\_  
*goals of entering into a mentoring relationship*

Time wise, I have about \_\_\_\_\_ hours to dedicate per month. The  
*time*

first thing I'm going to do to start this mentoring process is

\_\_\_\_\_  
*how would you get started, who would you reach out to, what resources are you going to tap into?*

## Session I: The “Getting to Know You” Session

You’ve been matched! As a mentee you are responsible for contacting your mentor and setting up the first meeting (phone, skype, google hangouts...). Your main goal in this introductory session is to learn more about your mentor and for your mentor to learn more about you. Sharing about your experiences, expectations, availability and other information is important in the development of an effective relationship.

We’ve provided some questions should you need help getting the conversation started.

Two things to keep in mind for this session

- 1.** You should set aside some time in your session to complete the Program Agreement together
- 2.** The majority of the first session should be spent getting to know each other and building rapport. The next session will focus specifically on goals.

Things you could share about yourself	Questions you could ask your mentor
Where you grew up	Where are you from?
Where you go to school/work	What school did you go to?
What are your hobbies	Tell me more about what you do day to day
Why you decided to pursue a career in dietetics	Why did you decided to pursue a career in dietetics?
Why you decided you wanted a mentor at this point in your career	What was most difficult on your path to becoming an RDN?
What you are most looking forward to this year / What you are not looking forward to this year	What advice would you give your younger self?

### At the end of the meeting

Establish a schedule for subsequent meetings. We definitely understand, you and your mentor are very busy. At a minimum try to establish the time and date of the next meeting.

# Goal Setting



"Set your goals high, and don't stop till you get there" - Bo Jackson

Setting goals gives you long-term vision and short-term motivation. It helps you to focus, and organize your time and resources so that you can make the most of your life. Goals are not necessarily etched in stone. They need to be revised constantly.

## Directions:

After completing the values activity, use this worksheet to identify your goals.

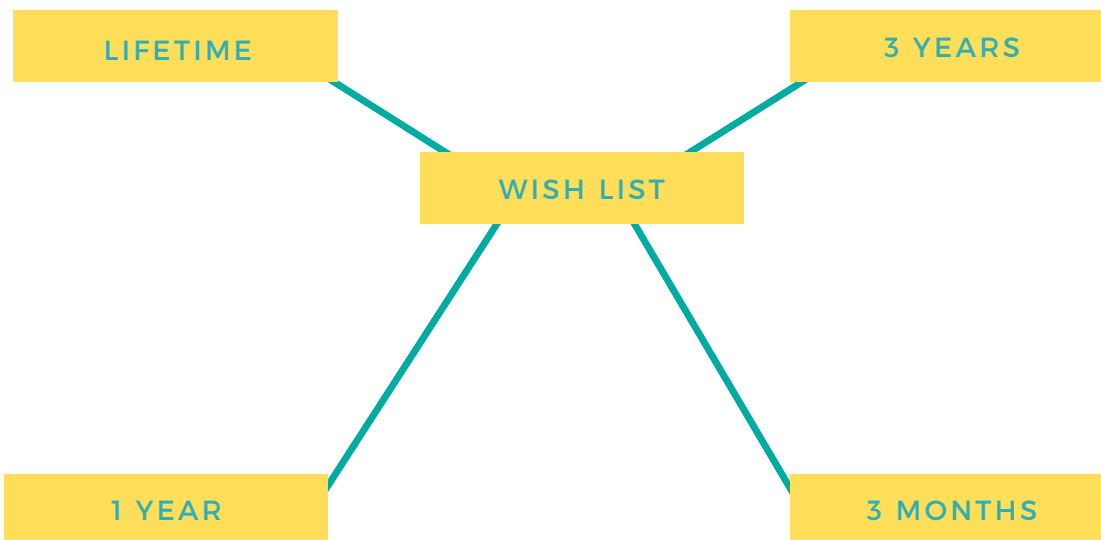
Set a timer for five minutes.

Ask yourself: If I could be anything, do anything, or have anything, what would it be?

Write every single thing that comes to mind in the web below and be as specific as possible.

*Do not feel like you need to justify your goals. Just write.*

READY. SET. GO.



# Values Activity



## 1. Determine Your Core Values

From the list below, choose and write down every core value that resonates with you. Do not overthink your selection. As you read through the list, simply write down the words that feel like a core value to you personally. If you think of a value you possess that is not on the list, write it down.

Abundance  
Acceptance  
Accountability  
Achievement  
Advancement  
Adventure  
Advocacy  
Ambition  
Appreciation  
Attractiveness  
Autonomy  
Balance  
Being the Best  
Benevolence  
Boldness  
Brilliance  
Calmness  
Caring  
Challenge  
Charity  
Cheerfulness  
Cleverness  
Community  
Commitment  
Compassion  
Cooperation  
Collaboration  
Consistency  
Contribution  
Creativity  
Credibility  
Curiosity

Daring  
Decisiveness  
Dedication  
Dependability  
Diversity  
Empathy  
Encouragement  
Enthusiasm  
Ethics  
Excellence  
Expressiveness  
Fairness  
Family  
Friendships  
Flexibility  
Freedom  
Fun  
Generosity  
Grace  
Growth  
Flexibility  
Happiness  
Health  
Honesty  
Humility  
Humor  
Inclusiveness  
Independence  
Individuality  
Innovation  
Inspiration  
Intelligence

Intuition  
Joy  
Kindness  
Knowledge  
Leadership  
Learning  
Love  
Loyalty  
Making a Difference  
Mindfulness  
Motivation  
Optimism  
Open-Mindedness  
Originality  
Passion  
Performance  
Personal Development  
Proactive  
Professionalism  
Quality  
Recognition  
Risk Taking  
Safety  
Security  
Service  
Spirituality  
Stability  
Peace  
Perfection  
Playfulness  
Popularity  
Power

Preparedness  
Proactivity  
Professionalism  
Punctuality  
Recognition  
Relationships  
Reliability  
Resilience  
Resourcefulness  
Responsibility  
Responsiveness  
Security  
Self-Control  
Selflessness  
Simplicity  
Stability  
Success  
Teamwork  
Thankfulness  
Thoughtfulness  
Traditionalism  
Trustworthiness  
Understanding  
Uniqueness  
Usefulness  
Versatility  
Vision  
Warmth  
Wealth  
Well-Being  
Wisdom  
Zeal



# Values Activity

## 2. Group All Similar Values Together from the List of Values You Just Created

Group them in a way that makes sense to you, personally. Create a maximum of five groupings. If you have more than five groupings, drop the least important grouping(s). See the example below.

Abundance Growth Wealth Security Freedom Independence Flexibility Peace	Acceptance Compassion Inclusiveness Intuition Kindness Love Making a Difference Open-Mindedness Trustworthiness Relationships	Appreciation Encouragement Thankfulness Thoughtfulness Mindfulness	Balance Health Personal Development Spirituality Well-being	Cheerfulness Fun Happiness Humor Inspiration Joy Optimism Playfulness
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## 3. Choose one word within each grouping that best represents the label for the entire group.

Again, do not overthink your labels. There are no right or wrong answers. You are defining the answer that is right for you. See the example below - the label chosen for the grouping is bolded.

Abundance Growth Wealth Security <b>Freedom</b> Independence Flexibility Peace	Acceptance Compassion Inclusiveness Intuition Kindness Love <b>Making a Difference</b> Open-Mindedness Trustworthiness Relationships	Appreciation Encouragement Thankfulness Thoughtfulness <b>Mindfulness</b>	Balance Health Personal Development Spirituality <b>Well-being</b>	Cheerfulness Fun <b>Happiness</b> Humor Inspiration Joy Optimism Playfulness
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# Write it Out



Go back to to your raodmap and pick 3 goals from each section that would have the MOST impact on your life.

**Include a target date for each goal!**  
**Then place this somewhere you can see!**

3 MONTHS

1 YEAR

3 YEARS

LIFETIME



# Career Exploration & Networking



When you're looking for a job, exploring a career path, or looking to grow your network, it's smart to go out on **informational interviews**.

An **informational interview** is an informal conversation you can have with someone working in an area of interest to you. They are a safe environment to ask questions, develop future allies, supporters, and champions.

## Who Should I Chat With?

- You can start with those around you like friends, colleagues, professors & former employers.
- Don't be afraid to use sites like LinkedIn to find new contacts or even social media outlets like Twitter or Instagram.

## Curious about what to ask during the chat?

Check out [University of California Berkley's Career Center Article- Questions to Ask During An Informational Interview](#)

## Tips for success

- Do your homework. You should do enough background research before going in that you sound knowledgeable and committed to the sector.
- Prepare a succinct explanation about your background and what you're looking for.
- Send a thank-you message. It's good manners.
- Practice doing informational interviews with friends and family so you get used to asking great questions and listening.
- Ask for advice on how to position yourself instead of asking for favors or a job.
- Remember it's just a conversation. Relax, listen, and enjoy!

*Adapted from the Harvard Business Review Article "[How to Get the Most Out of an Informational Interview](#)"*

## FROM THE DIVERSIFY DIETETICS COMMUNITY:



from Dalia Kinsey's Podcast, School Nutrition Dietitian

- [How to Network Authentically with La'Darius Madison MPH, RDN, LD](#)
- [How to Network Like a Boss as an Introvert with Chelsea Brooke](#)

# Let's Explore



**Directions:** After reading through the tips for informational interviewing, set up at least 2 informational interviews with professionals. Debrief with your mentor/mentee about takeaways from the experience.

**Mentor Note:** Is there someone in your network that you can refer your mentee to? If so, suggest them as the first informational interview.

## INFORMATIONAL INTERVIEW 1

**Name:**

**Title:**

**Email/LinkedIn:**

**Takeaways:**

## INFORMATIONAL INTERVIEW 2

**Name:**

**Title:**

**Email/LinkedIn:**

**Takeaways:**

# Informational Interview



## SAMPLE QUESTIONS

- What are your main responsibilities as a...?
- What is a typical day (or week) like for you?
- What do you like most about your work?
- What do you like least about your work?
- How does your position fit within the organization/career field/industry?
- How does your job affect your general lifestyle?
- What current issues and trends in the field should I know about/be aware of?
- How did you begin your career?
- What skills, abilities, and personal attributes are essential to success in your job/this field?
- If you could do it all over again, would you choose the same path for yourself? If not, what would you change?
- What do you like most about working at this organization?
- What kinds of projects do interns and entry-level hires get involved in?
- What are the most effective strategies for seeking a position in this field?
- Can you suggest anyone else I could contact for additional information?

Adapted from Berkley University of California "[Questions to Ask: Informational Interview](#)"

# Navigating Being the Only POC in the Room



"YOU NEVER KNOW HOW OR WHEN YOU'LL HAVE AN IMPACT, OR HOW IMPORTANT YOUR EXAMPLE CAN BE TO SOMEONE ELSE."

- DENZEL WASHINGTON



Being the only person of color, or POC, is a situation that you may find yourself in more often than you like. The goal of this worksheet is to provide you with some resources to help you navigate these spaces.

## In your mentor/mentee pairs, discuss:

- A time when you were the only POC in the room, in your class, on your job or in [name a situation]. What was that experience like? How did it make you feel? Be specific.
- What parts of your self or personality do you suppress to "fit in" the spaces where you are the only POC?
- Do you feel supported by people in power, ie. your supervisor, professor, DI director, etc? If so, how have they shown that support.
- How do you handle being the only POC in the room? What are your default coping mechanisms?

## How to practice self care:

- **Find a mentor.** Find someone who can relate and support you.
- **Stop the negative self talk.** Speak your worth. Be proud. Acknowledge your strengths and walk in them.
- **Find ways to escape.** Take a break. Take a walk. Listen to music.
- Build a support system. Find people and safe spaces to

In you mentor/mentee pairs, brainstorm ideas or other things you have utilized for self care.

For more tips, check out:

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





# Social Media

"It really boils down to this: that all life is interrelated. We are all caught in an inescapable network of mutuality, tired into a single garment of destiny. Whatever affects one destiny, affects all indirectly." -**Martin Luther King Jr.**

Social media is a fantastic resource to create an online presence and connect with others virtually. Understanding how to utilize online platforms can be a great way to grow professionally. Below we've shared some basic tips for using social media. After reviewing some of the basics, complete the social media audit together. Both mentors and mentees have a great opportunity to receive feedback from each other to improve their online presence!

## TIPS FOR SUCCESS

### **Keep it Professional**

Set up a business page separate from your personal pages.

### **Keep the Social in Social Media**

Engage with your community, send direct messages, and have authentic connections that can move offline.

### **Keep it Real**

Authenticity is the best way to ensure you're showing the best version of yourself.

### **Give Credit**

The online world has endless opportunities for collaboration and sharing. Make sure you give credit to the original creator.

### **Don't Forget to Have Fun!**

### **Set Boundaries**

Social media is not the place to provide care or share client information.

### **Be Consistent**

You are your own brand online. Consistency across all platforms will help you avoid confusion.

### **Avoid Perfectionism**

Vanity metrics like follower counts and likes are no indicator of your professional abilities.

### **Take Breaks**

Spending too much time on social media can take out a lot of energy that would be better spent on other aspects of your professional life.

### **You Don't Need to Do it All!**

# *Social Media Audit*

## **Discuss.**

How do you currently use social media?

Review the Tips for Success, What are you doing well?

What do you want to improve about your social media presence?

What are some of your own social media best practices?

## **Examine your profiles.**

Locate and write down all your social media profiles, official and unofficial. Have you completed all profile details? Is there consistency across all platforms?

## **Find Inspiration.**

Which accounts do you like following? What about them draws you in? Is that something you can replicate and make your own?



# *Social Media Audit*

## **Create a Purposeful Presence.**

Decide which platforms will best serve you. Consider why you are using the account, as well as your goals and target market.

## **Feedback.**

What other information did you learn that you'll consider for social media going forward?

## **Sharpen your social media skills!**

[Food Heaven Podcast: Finding Balance in the Age of Social Media](#)

[The Unconventional RD Podcast: Finding Your Voice on Social Media w/ Alissa Rumsey](#)

[Today's Dietitian: Social Media's Latest Happenings](#)



# Code Switching

Here, we're defining **code switching** as what happens when individuals change the way they express themselves.

Code switching can be viewed in many different lights. As a person of color in dietetics it may be one more thing you think about as you navigate through your program or career. There are so many different ways and reasons why people code switch. **Code switching can:**

- Be used as a survival tactic or safety mechanism
- Help communicate with a client
- Be used to "climb the corporate ladder"
- Happen unconsciously

**People may feel the need to code switch because there is a dominant identity that is perceived or treated as superior. Code switching should not be the only way people are able to survive and grow in the field**

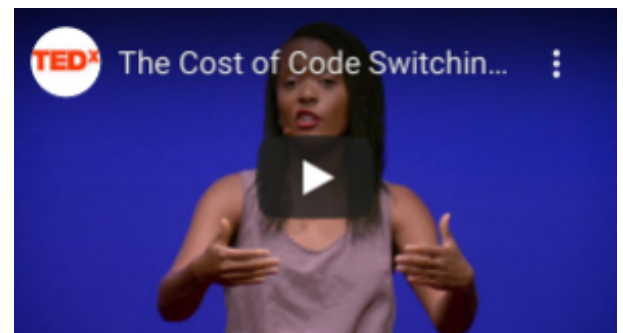


FROM THE DIVERSIFY DIETETICS COMMUNITY:

[The Art of Code Switching - Nutrition Lifestyles Podcast with Kim & Johane](#)  
[Cultural Competence & Code Switching - Kim Rose YouTube](#)

## Step 2: Discuss

- What's your communication style?
- Has it changed as you've gone through the dietetic educational pathway/ as you've grown in your professional career?
- Does it shift in different situations? (when you're calm vs. when you're stressed)
- Have you found yourself code switching as you move through your program/career? How so and what has been the impact (personally & professionally)?
- Can you code switch and still be yourself?



TEDx Talks - The Cost of Code Switching



# Communication & Feedback



## • Step 1: Identify Your Communication Style

Head to session 7 and take [the quiz](#) to identify your communication style

## • Step 2: Discuss

- What's your communication style?
- Has it changed as you've gone through the dietetic educational pathway/ as you've grown in your professional career?
  
- Does it shift in different situations? (when you're calm vs. when you're stressed)

## • Step 3: Reflect on How You Give and Receive Feedback

Read through the Giving & Receiving Feedback handout, then discuss:

- Which biases, emotions, or thoughts influence how you give or receive feedback?

## • Step 4: Practice *Choose A, B, C, or any combination of the 3*

**Option A** – Think of a scenario where you gave or received feedback. How'd it go? What went right, what went wrong?

**Option B** – Think of a scenario in your professional or personal life where you should have given feedback or you want to give feedback. Practice with your mentor/mentee.

**Option C** – Give your mentor/ mentee feedback



# Giving & Receiving Feedback

**Feedback** is critical to building strong and healthy relationships within your career and outside of it! Oftentimes feedback is based on our personal beliefs and expectations, which comes with a fair share of biases. What is deemed as "professional" or "acceptable" often has a very euro-centric point of view that we all can internalize. Before giving or receiving feedback check in with yourself (**what are your biases, your emotions, your thoughts?**) then make sure your feedback follows these tips:

## Giving feedback

- Know yourself, know the situation, know the other person
- Be timely
- Be specific
- Focus on behavior the receiver can control or improve
- Base it on observed behavior
- Give it in a situation where the person is able to receive it
- Use a communication style that is appropriate
- Acknowledge, and work against, power dynamics
- Be respectful and listen

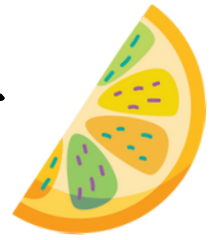
## Options for Receiving Feedback

- Acknowledge you've heard what they said
- Discuss the content of their feedback
- Try to avoid an emotional response
- If you are coming from a place of burnout or stress, let them know and discuss
- If you need time to think about their feedback, let them know, and setup a time to follow-up
- Create action steps
- Simply say thank you and move on

### Want to learn more? Check out these resources:

- <https://uwaterloo.ca/centre-for-teaching-excellence/catalogs/tip-sheets/receiving-and-giving-effective-feedback>
- <https://www.forbes.com/sites/forbescoachescouncil/2022/08/03/five-tips-for-giving-and-receiving-feedback-for-performance-enhancement/?sh=516cd3da1b4e>

# Extra-Curricular Assessment



## Get Involved and Stay Involved!

While extra-curricular activities are vital to developing and nurturing skills, they are also helpful in networking and securing the next job. More and more employers are considering volunteer and extra-curricular activities as work experience. However, this doesn't mean you need to be involved in more than you can handle!

Use the following guide to discuss and assess your extra-curricular involvement.

### 1) Define

What are your passions? What are your strengths? What are your goals? What areas do you want to grow in?

### 2) Research

What opportunities are available within and outside of dietetics? What networks can I tap into to help me reach my goals?

### 3) Quality vs. Quantity

How much time do I have to devote to extra-curricular activities? What am I already involved in that I can seek leadership opportunities?

### 4) Balance

When do I need to step up or step back?

### 5) Leverage

How do I leverage skills gained from extracurricular activities into my career?

# Goals Check-In



"Just don't give up trying to do what you really want to do. Where there is love and inspiration, I don't think you can go wrong." – Ella Fitzgerald

When it comes to setting goals and accomplishing them, checking in with your progress can be the most important part of the process. As we learn and grow, sometimes our goals are no longer a priority. Sometimes there's also a need to adjust the timeline of our goals as we go. So, let's check-in.

**Directions:** You'll need your first goal-setting worksheet for this activity. To start, transfer the goals you've already accomplished. Next, transfer the goals that you still see as a priority.

## ACCOMPLISHMENTS

### TIP!

Make your goal SMART: specific, measurable, achievable, realistic, and time-bound

### 3 MONTHS

Ex: Identify and submit at least 2 summer internship applications by April 2022.

### 1 YEAR

### 3 YEARS

### LIFETIME



# Reflection Time

With your original goals worksheet laid out next to the update you just completed, let's reflect...



## Reflect

Looking back at your goals from session 2, what is your biggest takeaway from these last few months? What was most memorable? Describe this experience.

## Highlight Accomplishments

What were you able to accomplish since you first put together your goals? Are there goals you haven't quite accomplished, but steps were taken to get you closer?

## Make Changes

Looking back on how you spent your time, are you happy with what you've done so far? If not, what steps can you take to adjust your actions to better fit your goals?

## Find Gratitude

What or who are you especially grateful for since you first set your goals? How can you prioritize including gratitude in your future accomplishments?



Looking to build your gratitude practice?  
[Check out these tools](#) from The Greater Good Science Center at the University of California, Berkeley.



# Navigating Burnout & Incorporating Self Care



## Dietitians & Nutrition Students are Often Jokingly Referred to as Over-Achievers

However, this "I can do it all" mindset and passion for the work can lead to long hours, heavy workloads, and immense pressure to excel. This can make RDs and RD2BEs ripe for burnout, which can be defined as exhaustion of physical or emotional strength or motivation usually as a result of prolonged stress or frustration.

## Other Factors Impacting Burnout: Added Pressure

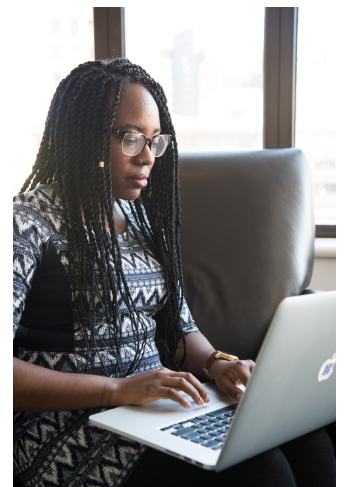
Being the only person of color, or POC, is a situation that you may find yourself in more often than you like. For some, this may be an additional stressor in your work and/or school environment.

You may feel that over achieving is a must because you have to work twice as hard, go above and beyond, or fight for respect and recognition at school and/or work. How exhausting!

In response, we may try to shift our mindset to focus on productivity, or accept failures as a learning experience or muster up enough strength to get through the day, but sometimes it's not enough. So then what?

## Potential Effects of Burnout

- Fatigue, insomnia, excessive stress
- Lacking motivation (to attend classes, complete work projects, start assignments)
- Anger, frustration, or irritability
- Lacking inspiration and creativity to bring to projects and discussions
- Loss of confidence in abilities
- Incapability to meet important deadlines
- Increased pain and tension in your body, which can be manifested as headaches, sore muscle aches, or jaw tension
- Higher frequency of illness due to stress and exhaustion
- Inability to concentrate
- Feeling bored or uninterested in aspects of work or school or areas of leisure that you used to enjoy
- Feelings of anxiety or depression



**Any of this sounding familiar?**

# Let's Talk About It



## In your mentor/mentee pairs, discuss:

- Have you been impacted by burnout? If so, how did it manifest? How did you deal with it?
- Discuss a time when you felt supported while pursuing a personal or professional goal. What did that positive support look like?
- Some studies have shown that students of color report feeling less supported in pursuing a career in dietetics. What are things that people in your school/work/life can do to support you in reaching your goals?
- If comfortable sharing, how do you feel in situations when you are the only POC in the room?
- Tackling Burnout as a Leader - If you're in a leadership role or a position of power consider, what are ways you can create an environment that helps to limit burnout or bring about system level changes that limit burnout?



## From the Diversify Dietetics Community:

### WAYS TO HONOR YOURSELF DURING TIMES OF HIGH STRESS

- ✿ cook yourself a meal
- ✿ take a shower
- ✿ get adequate rest
- ✿ pause to eat
- ✿ clock out of social media
- ✿ move around
- ✿ stay hydrated, drink water

@nomorechichos

Support and self care are 2 key ways to combat burnout. If you are starting to feel burned out:

- **Lean on a mentor.** Find someone who can relate and support you.
- **Avoid negative self talk.** Speak your worth. Be proud. Acknowledge your strengths and walk in them.
- **Find ways to escape.** Take a break. Take a walk. Listen to music.
- **Build a support system.** Find people and safe spaces to
- In you mentor/mentee pairs, brainstorm ideas or other things you have utilized for self care.

Courtesy of @nomorechichos  
a.k.a. Zariel & Jenies Grullon



# 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.



# 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

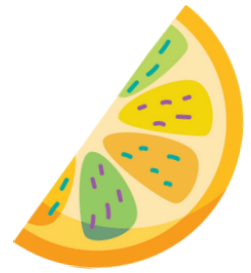
Bachelor of Science (1996)  
University State, College Town, PA

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.



# Interviews: Putting Your Best Foot Forward



**"FIND OUT WHAT YOU LIKE DOING BEST AND GET SOMEONE TO PAY YOU FOR DOING IT." - KATHERINE WHITEHORN**



Your resume got you the interview, now how do you get the job? Below are tips to ace the interview. In your mentor/mentee pairs, discuss the interview prep suggestions below. Add to them as necessary.

## BEFORE THE INTERVIEW

- **Know what to expect.** Ask the hiring manager or recruiter questions about the interview beforehand, such as who will be interviewing you, time, length, etc. Map out and drive to the location ahead of time.
- **Research.** Do some background research on the company and on those who will be interviewing you. Be aware of the latest trends in nutrition & dietetics.
- **Google yourself.** Make sure the profiles you want to be private are private. See what your internet presence looks like.

## DURING THE INTERVIEW

- **Be descriptive and measure your success.** Use numbers to demonstrate your accomplishments, ie. I managed a \$500,000 budget for the largest school system in Montana.
- **Bring a prop.** Bring your resume and/or a portfolio to visually show off your skills.
- **More than a resume.** Highlight experiences, successes, and details that may not be fully fleshed out on your resume.
- **Question time.** Ask a question while also telling something new about you, ie. I volunteered with the local food bank in college. Are there any service opportunities available within the company?

## AFTER THE INTERVIEW

- **Send a thank-you note.** Send a personalized email thank-you note to each interviewer.

### Sharpen your Skills!

[Effective Listening Webinar  
You've Been Asked to Interview. Now What?](#)

[The Complete Guide to a  
Virtual Job Interview For Dietitians](#)



# Practice. Practice. Practice.



**Directions:** Use the activities below to prepare for a potential interview.

**Mentor Note:** Discuss your interview experiences and tips. For extra credit: do a mock interview!



**Prepare your "story statement".** Employers want to know about you, but also why hiring you benefits them. What makes you unique? Why should they choose you over other candidates?

**Preparing for Situational Questions.** Use the "PAR" method to prepare for those "Tell us about a time..." questions. Be concise and structure responses with the **Problem** (situation), **Action** (how did you solve it?), and **Result** (what changed?)

## Example #1

Problem

Action

Result

## Example #2

Problem

Action

Result



# The Future of Dietetics

What does the future of dietetics look like to you? Discuss the future of dietetics with your mentor/mentee this month! Consider the following questions:

- 1. What trends or hot topics in dietetics are at the forefront of your mind?**
- 2. What trends or hot topics in dietetics are you sick of hearing/seeing?**
- 3. Is there any research that has intrigued you or changed the way you think?**
- 4. How will the recent increase in all things virtual impact you and your current/future career?**
- 5. How will we advance the diversity in the field? What impact will that have for the entire profession?**



# The Wrap Up

"Sometimes you have to look back in order to understand the things that lie ahead"

- Yvonne Woon

As this program year comes to a close, what lies ahead is up to you! Spend some time this month or next to do the following:

## 1. Reflect On Your Goals

- Look back at the goals you wrote down at the beginning of the program.
- How have you progressed?
- Do you feel aligned to your values?
- Do any need to be re-evaluated?
- How will you continue to track your progress going forward?

## 2. Celebrate Successes!

- Congratulate yourself on the big and the small!
- Discuss positive changes that occurred for both of you.
- How are you going to apply and integrate what you have learned through the program?

## 3. Redefine The Relationship

- Sometimes mentoring relationships fulfill a defined purpose and you move on. Other times they informally go on long term. Have a conversation about what's next for you and your mentor/mentee.
  - Will you continue checking in? Or maybe you decide to touch base for big life moments.