

HEADING

- You should not include the following information on your resume (employers have no legal right to request this information either): age, sex, race, religion, marital status, number of children, health, physical attributes, sexual orientation, or personal habits.
- Use a professional e-mail. For example, use jennifer.westerkamp@gmail.com, not jennyloveslife817@hotmail.com.
- The same goes for voicemail on your phone. Make sure you don't have a funny voicemail, because its likely the internship director would NOT find it funny when contacting you.
- Use your current address.
- Include your blog or personal website if it is professional and shows you in a positive light. (If you tend to rant or complain on your blog, this might not be the best decision)

EDUCATION

- Remember that stating GPA is optional, but it will be on your full application anyway. You could highlight your DPD GPA here though if it is higher.
- Include anticipated graduation date

EXPERIENCE

- Use the Challenge-Approach-Result (CAR) method to craft statements describing your work
- Do not use same action verb twice
- Show how well you did something by using numbers or results when applicable
- Be specific to the internship
- Highlight dietetics experience
- List in chronological order
- Don't use class projects or labs on the resume
- Include dietetics-related volunteer positions and unpaid internships

GRAMMAR

- No periods at the end of bullet points...ever
- No abbreviating anything
- None of the following: /, Etc., Ie.
- Dietitian spelled correctly
- Don't capitalize general titles (i.e. "shadowed a clinical dietitian" NOT "shadowed a Clinical Dietitian")
- Do not capitalize nutrition or dietetics unless in a program name
- Past tense verbs in past experiences
- Present tense in present experiences
- Powerful action verbs

CONTENT

- What sets you a part?
- Do I meet the minimum requirements?
- Focus on skills that are related to the internship you are applying to
- Include volunteer positions
- Good verbs: Organized, implemented, executed
- Communication, persuasion, leadership, organization- all transferable skills from non-dietetics jobs
- Do not include hobbies
- Don't say Microsoft Office skills – everyone has these
- Try to read it for 10 seconds – should be easy
- Use less Job Duty: Responsible for keeping accurate client records
- Use more Job Accomplishment: Developed and maintained a computerized system for tracking production of six dietitians in a 550,000/year practice.
- Quantify everything you have done, wherever possible

FORMAT

- 10-12 point font
- 0.5" margins
- Remove the Objective from your resume if space is an issue
- Don't include personal information (height, weight, pictures... yes it has been done!)
- Avoid repeating the same action verbs throughout the resume

PROFESSIONALISM

- Get professional email
- Make professional voicemail greeting
- No lying
- No need for references
- Facebook privacy changes set

KEY WORDS

- Nouns and phrases that highlight technical and professional area of expertise
- Specific job titles (Clinical Nutrition Manager, Nutrition Consultant)
- Specific skills that interns are taught that you have already been exposed to
- Industry specific terms – AND, food safety, ServSafe, ESHA Food Processor