

CAREER TOOLS

Resume, Cover Letter, References & Networking Cards

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CAREER DEVELOPMENT WORKSHOPS

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RESUME

ABOUT YOU • FIRST IMPRESSION

■ Resumes vs. Curriculum Vitae (CV)

- * *Similarities:* importance and purpose
- * *Differences:* use, length, and level of detail

■ Other Tips

- * Be professional for every detail (e.g. file name, email address)
- * Make it attractive, clear, and easy to read
- * Traditional > creative



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RESUME

ABOUT YOU • FIRST IMPRESSION

Components of a resume

- **Personal Information**
Typically includes your full name, current address, phone number, email address
- **Education**
List your degrees, graduation dates (or expected), name of institutions, location (city, state, country)
The University of Texas Health Science Center at Houston (UTHealth), School of Public Health, Austin campus
- **Experience**
* May be grouped in various sections based on what you can offer (e.g. relevant, public health, work, volunteer)
* All about the action verbs and keywords (be specific, not general)
- **Skills**
Computer/Technical [e.g. Microsoft Office: Word (advanced), Excel (Intermediate)] and others such as grant writing
- **Optional Information**
Objective, summary, relevant coursework, languages, professional associations, publications, awards, LinkedIn, etc.

Do not include: age, sex, dob, marital status, religion, hobbies, photo, etc.



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COVER LETTER

ABOUT THEM • BUILD YOUR CASE

- **Customize** for each job opportunity
- **Describe** how your experience matches the job requirements
- **Demonstrate** that you understand the challenges faced
 - * Matching what you've done to what they need
 - * Showcasing your capabilities and skills
 - * Opportunity to add details, tell a (concise & effective) story
 - * Quantify whenever you can

Do not simply repeat your resume!



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COVER LETTER

*ABOUT THEM • BUILD YOUR CASE***Components of a cover letter**

- **Personal Information**
 - * Typically includes your full name, current address, phone number, email address
 - * Can match your resume heading for consistency
- **Salutation**
 - * Professional and appropriate salutation (Dear / To Whom It May Concern)
 - * Investigate to find out the contact person
- **Body of the letter**
 - * Paragraphs to explain your interest and qualifications for the job
 - * Use keywords related to the job description
- **Appropriate closing**
 - * Be professional
 - * Include your signature

Specs: 1 page maximum, 11pt font size minimum, 1-inch margins

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REFERENCES

WHAT OTHERS SAY ABOUT YOU

- **About your references**
 - * At least 3 *professional* references (no classmates, friends, family, etc.)
 - * Examples include: supervisors, faculty advisor, practicum preceptor
 - * Anyone else who has worked with you and knows your work ethic and abilities
- **Components of a reference list**
 - * Prefix & name
 - * Job title
 - * Phone number & email address
 - * Brief statement of how you know this person

IMPORTANT!
*Always notify your
 references and ask
 for permission!*



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NETWORKING CARDS

ABOUT YOU • FIRST IMPRESSION

- Provide highlights and contact information
 - * Have them with you at all times
 - * Easy to give out to people you meet in social and professional situations
 - * Might include your education, specialization, key skills, or competencies

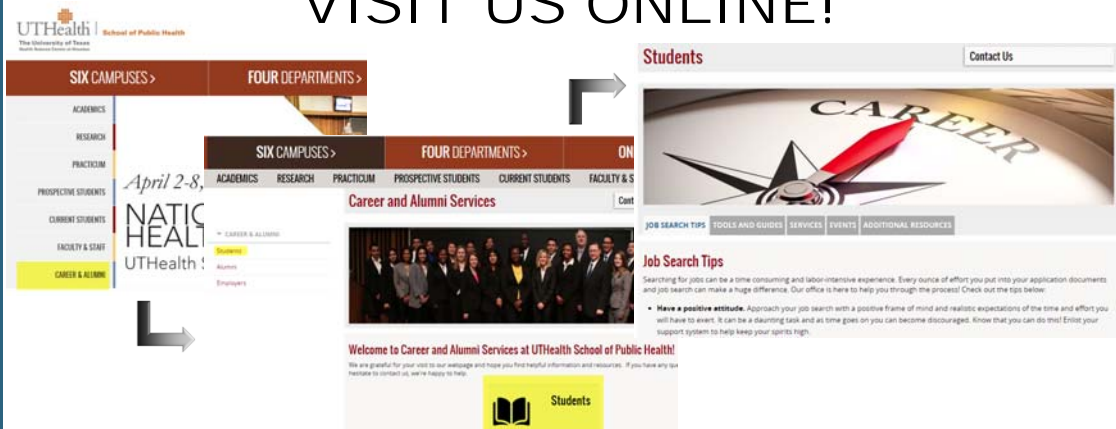
- Components of a networking card

- * Name
- * Summary or tag line (e.g., *emerging public health professional*)
- * A few key skills or competencies
- * Contact information



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VISIT US ONLINE!



Up Next: NETWORKING WORKSHOP