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# CREATING YOUR PROFESSIONAL RESUME

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# Becoming a Registered Dietitian Fall 23

## Upcoming Events

SEP  
28

### BECOMING A DIETITIAN

Brief overview of the process

OCT  
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### APPLYING TO PROGRAMS

Application process overview

OCT  
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### TYPES OF PROGRAMS

& Narrowing your list

OCT  
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### DICAS APPLICATION PROCESS

Walk through DICAS

OCT  
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### RESUMES

Bring your resume!

NOV  
2

### PERSONAL STATEMENTS

What to include

NOV  
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### FINANCING GRADUATE SCHOOL

Comparing costs of DIs

NOV  
16

### RD CAREER PATHS

& specialty credentials

NOV  
30

### PROGRAM INTERVIEWS

What to expect/how to prepare

DEC  
7

### THE MATCHING PROCESS

How to rank programs

If you are planning on applying to  
Supervised Practice (SP) / Dietetic Internships (DI)  
in 2024, plan to attend these presentations!

MEYER  
3208  
1:10-2:00

All presentations are live,  
synchronous [Zoom](#), & recorded.

given by  
Joan Frank,  
MS, RDN, FAND  
Asst. Director,  
Didactic Program  
in Dietetics

# WHY DO I NEED A PROFESSIONAL RESUME?

- Graduate School
  - Supervised Practice
    - Dietetic Internships (Master's/DI)
    - Coordinated Programs (Master's/SP)
    - Future Graduate Programs (Master's/SP)
- Employment
- Internships
- Volunteerism
- Extracurricular Activities
- Scholarships

## 3 STEPS TO CREATING A RESUME



**COLLECTING**



**FORMATTING**



**SUBMITTING**

Use a template



Use traditional format

education first

chronological order

WHAT FORMAT  
SHOULD I USE?

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# HOW TO LIST EXPERIENCE

- 
- Experience
  - Work Experience
  - Relevant Experience
  
  - Sub-headings:
    - Research Experience
    - Public Health Experience
    - Clinical Experience

## ADDITIONAL THINGS TO INCLUDE

- High School not OK
- Experience - all
- Extracurricular Activities
- Relevant coursework (beyond DPD)
- Class projects (if significant and appropriate)
- Presentations (research, community, etc.)

# RESUME FORMATTING

## Lindsay Donover

123 First St, Davis, CA, 95616, 916-123-4567, Lindsay@xxx.edu  
e-portfolio link

### Objective

To contribute classroom and previous internship training in dietetics to an internship with Bronson to improve the health of patients and increase efficiency of service.

### EDUCATION

**Bachelor of Science in Clinical Nutrition**, GPA: 3.45  
University of California, Davis  
Graduating June 2024

### EXPERIENCE

#### **Nutrition Intern**, Sutter General Medical Center, Sacramento, CA

June 2023 - present

- Educated and advised a wide range of patients with dietary-related disorders on ways to improve eating habits.
- Calculated patients' nutritional requirements using standard equations based on assessments of blood chemistry, temperature, stress, and mobility.
- Participated in informational seminars for healthcare professionals about food and nutrition issues.

#### **Nutrition Assistant**, Student Housing & Dining Services, UC Davis

September 2022 - June 2023

- Assisted full time dietitian in creating meal plans for students and evaluating recipes for allergens.
- Facilitated training and supervision of student volunteers.
- Facilitated the development of team flyers and other promotional materials.
- Created brochures promoting healthy food choices for student peers.
- Increased awareness for patients of the link between nutrition and health by offering advice and creating meal/nutritional plans.

### RELATED EXPERIENCE

#### **Sales Representative**, Sprint, Davis, CA, September 2021 - September 2022

- Provided service for new and existing telephone customers seeking to update or purchase new telephone equipment and hardware.
- Traveled to new phone centers to train new employees and assist in increasing telephone sales.

#### **Community Involvement and Professional Affiliations**

- American Academy of Nutrition and Dietetics, 2022 - present
- Dean's List, UC Davis, 2022 - 2023
- Student Nutrition Association (UC Davis), 2021 - 2022
- Coach, Girls of the Run, 2021 - 2022
- Healthy Babies, Healthy Start Program (Yolo County), 2023 - present



# RESUME FORMATTING

## Jamar Jackson

jjackson@ucdavis.edu  
123 Clover Lane, Sacramento, California 95819. (916) 555-4673

### OBJECTIVE

A laboratory research internship with BioMarin Pharmaceutical, Inc.

### EDUCATION

**Bachelor of Science in Biological Sciences, expected June 2019**

GPA 3.67/4.00

University of California, Davis

Related Course Work: General Chemistry (Lab), Microbiology (Lab), Organic Chemistry (Lab), Zoology (Lab), Biology (Lab), Physics (Lab)

### SKILLS

- Familiar with buffer preparation, microscopy, pH meter, PCR, gel electrophoresis, and aseptic technique.
- Excellent ability to accurately keep laboratory records.
- Experience using Microsoft Word, Excel and Access in PC and Mac platforms.

### SPECIAL PROJECT

**Iodine Shortage Project, UC Davis, Davis, CA**

1/17-present

Worked with a group of seven students raising over \$10,000 to help the current iodine shortage in Indonesia. Raised funds for research, iodine distribution and literature. Researched the effects of iodine deficiency and developed promotional materials including posters and flyers for in-class presentations. Raised funds through classes, friends and on-campus activities, including numerous presentations to sororities and fraternities.

### RESEARCH EXPERIENCE

**Research Assistant, Genentech, Vacaville, CA**

6/17-9/17

During internship in In-Situ Hybridization lab at Genentech, Inc. under Dr. Gretchen Frantz, characterized and organized pathology slide data of failed isotopic ISH probes and performed several tests using these probes to find the cause for their failure. Evaluated bands using gel electrophoresis after analyzing probes using Genentech, Inc.'s and NCBI's Blast programs. Also revised and drafted commonly used laboratory protocol for incoming employees.

### OTHER EXPERIENCE

**Shift Leader, In-N-Out Burger, Davis, CA**

10/15-present

Provided outstanding customer service and handled customer complaints. Acted as cashier; entrusted by supervisor to record and deliver bank deposits. Trained and supervised ten staff members. Provided input for new hire performance reviews and identified areas for additional training. Maintained accurate inventory count of all products. Ensured proper food sanitation procedures were followed by strictly adhering to all food handling safety protocols.

### ACTIVITIES

Volunteer, Yolo County SPCA, Davis, CA, 4/16-present

Activities Coordinator, Black Student Association, UC Davis, 9/15-present

Member, Biological Sciences Club, UC Davis, 9/15-present

No need to mention whether a position is paid or voluntary.

# RESUME FORMATTING

MARIA GARCIA  
Fairfield, CA  
(707) 555-2665  
mgarcia@ucdavis.edu  
linkedin.com/in/MarciaGarcia24

## PROFILE

Bachelor of Science in **Biochemistry** from UC Davis, expected June 2018. Solid background in broad range of biologic and chemical subjects in **pharmaceutical chemistry** labs handling signaling proteins and chromatography. Additional experience with murine colonies used in chemical research. Strong science as well as solid team and customer service skills. Interested in all aspects of **protein** and **transgenic** focused research and development.

## EDUCATION

**Bachelor of Science in Biochemistry** Expected December, 2018  
University of California, Davis

**Transfer Program in Biological Sciences** 2013 – 2016  
Santa Barbara City College

Study Abroad: Yonsei University, **Korean Language and Culture**, Seoul Korea Summer 2016

## SKILLS

SDS-PAGE  
Gas chromatography  
UV/VIS

Spectrophotometry  
HPLC  
Laboratory animal handling

Computer data analysis  
Maintain accurate lab records  
Protocol design for proteolytic digests

## RESEARCH EXPERIENCE

**Protein Biochemistry Intern**, Genentech, Inc., San Francisco, CA. (June to September 2016)

- Investigated structure-function relationships of interferon.
- Experiments included the use of limited proteolytic digests, SDS-PAGE, and HPLC.

**Clinical Pathology Intern**, Department of Clinical Pathology, University of California, Davis. (March to June 2016)

- Developed buffer system for liquid chromatographic isolation of pesticide metabolites in urine.
- Performed gas chromatography on purified samples.

## LABORATORY ANIMAL HANDLING EXPERIENCE

**Laboratory Helper**, Animal Science Department, University of California, Davis. (Summer 2017)  
Maintained murine colony used for transgenic experiments.

## OTHER WORK EXPERIENCE

**Salesperson**, Macy's, Sacramento, CA. (May 2016 to present)

- Provided customer service, engaged in sales transactions, public relations
- Maintained inventory control and balanced cash register receipts.

## ACTIVITIES

President, Member, Biochemistry Club, UC Davis (2016 – present)  
Member, Chicanos/Latinos in Health Education, UC Davis (2015 – present)

# WHAT ELSE TO INCLUDE

## Include:

- Certifications
- Memberships
- Presentations
- Publications
- Personal interests

## Don't Include:

- Objective
- References
- “References available upon request”

# Internship and

CAREER RESEARCH >

## Campus Resources and

Accessing ICC virtual services | FAC



UNDERGRADUATES

M

## Resources

- > [Transferable Skills Inventory](#)
- > [Verb List for Resumes and CVs](#)
- > [Resume and CV Samples](#)
- > [Resume Starter Kit](#)
- > [Alternative Resume Formats](#)
- > [Resume Writing Workshops](#)
- > [Meet with an Advisor](#)

Quick Links >

INTERVIEWS & OFFERS >



UC DAVIS STAFF AND  
FACULTY

# Verb List for Resumes and Correspondence

Use strong action verbs to describe your experience and skills. Choose words from the lists below to express yourself.

Administrative and Organizational	Analytical and Research	Communication	Creative	Financial
approved	analyzed	addressed	acted	administered
arranged	characterized	arranged	brainstormed	allocated
catalogued	clarified	authored	composed	analyzed
centralized	collected	collaborated	conceived	appraised
charted	consulted	composed	conceptualized	audited
classified	critiqued	convinced	constructed	balanced
collected	diagnosed	corresponded	created	budgeted
compiled	evaluated	drafted	customized	calculated
composed	examined	edited	designed	charted
delivered	extracted	enlisted	directed	computed
executed	identified	formulated	displayed	developed
finalized	inspected	influenced	envisioned	estimated
generated	interpreted	interpreted	established	forecasted
implemented	interviewed	lectured	founded	managed
inspected	investigated	mediated	illustrated	marketed
issued	isolated	moderated	initiated	planned
minimized	optimized	negotiated	instituted	projected
monitored	organized	persuaded	integrated	reported
operated	reported	promoted	introduced	researched
organized	reviewed	publicized	invented	secured
prepared	studied	recruited	modeled	tailored
processed	summarized	spoke	originated	updated
purchased	surveyed	translated	performed	
recorded	tailored	updated	planned	
retrieved	verified	verified	tailored	
revised		wrote	visualized	
screened				
specified				
updated				

**ACTION VERB LIST**

Abstracted	Composed	Established	Integrated	Perfected	Shaped
Achieved	Computed	Estimated	Interpreted	Performed	Skilled
Acquired	Conceived	Evaluated	Interviewed	Persuaded	Solicited
Acted	Conducted	Examined	Introduced	Planned	Solved
Adapted	Conserved	Exceeded	Invented	Practiced	Specialized
Addressed	Consulted	Excelled	Inventoried	Predicted	Spoke
Advertised	Contributed	Expanded	Investigated	Prepared	Stimulated
Advised	Contracted	Expedited	Judged	Presented	Strategized
Advocated	Converted	Experimented	Kept	Prioritized	Streamlined
Aided	Coordinated	Explained	Launched	Produced	Strengthened
Answered	Copied	Explored	Learned	Programmed	Stressed
Anticipated	Correlated	Expressed	Lectured	Projected	Studied
Applied	Counseled	Extracted	Led	Promoted	Substantiated
Approved	Created	Facilitated	Lifted	Proposed	Submitted
Arranged	Critiqued	Fashioned	Listened	Protected	Summarized
Ascertained	Cultivated	Financed	Located	Proved	Synthesized
Assembled	Dealt	Fixed	Logged	Provided	Supervised
Assessed	Debated	Followed	Made	Publicized	Supported
Assisted	Defined	Formulated	Maintained	Published	Surveyed
Attained	Delivered	Fostered	Managed	Purchased	Sustained
Audited	Designed	Founded	Manipulated	Queried	Symbolized
Augmented	Detected	Gained	Mapped	Questioned	Tabulated
Authored	Determined	Gathered	Mastered	RaisRan	Talked
Bolstered	Developed	Gave	Maximized	Ranked	Taught
Briefed	Devised	Generated	Mediated	Rationalized	Theorized
Brought	Diagnosed	Governed	Memorized	Read	Trained
Budgeted	Directed	Guided	Mentored	Reasoned	Translated
Built	Discovered	Handled	Met	Recorded	Upgraded
Calculated	Discriminated	Headed	Minimized	Received	Utilized
Cared	Dispatched	Helped	Modeled	Reduced	Validated
Charged	Displayed	Identified	Modified	Referred	Verified
Chartered	Dissected	Illustrated	Monitored	Related	Visualized
Checked	Documented	Imagined	Narrated	Relied	Won
Clarified	Drafted	Implemented	Observed	Reported	Wrote
Classified	Drove	Improved	Obtained	Researched	
Coached	Edited	Improvised	Offered	Responded	
Collaborated	Eliminated	Inaugurated	Operated	Restored	
Collected	Empathized	Increased	Ordered	Revamped	
Comforted	Enable	Indexed	Organized	Reviewed	
Communicated	Enforced	Indicated	Originated	Scanned	
Compared	Enlightened	Influenced	Overcame	Scheduled	
Completed	Enlisted	Initiated	Oversaw	Schemed	
Complied	Ensured	Inspected	Participated	Screened	
		Instituted	Perceived	Set Goals	

**EXAMPLES OF ADAPTIVE SKILL WORDS THAT DESCRIBE YOUR PERSONAL TRAITS**

Active	Dedicated	Experienced	Methodical	Resourceful
Adaptable	Dependable	Fair	Objective	Self-Confident
Adaptive	Determined	Familiar	Open minded	Self-motivated
Adept	Diligent	Firm	Outgoing	Self-reliant
Aggressive	Diplomatic	Forceful	Personable	Sensitive
Analytical	Disciplined	Honest	Pleasant	Sharp
Assertive	Discreet	Independent	Poised	Sincere
Broad-Minded	Effective	Innovative	Positive	Strong
Committed	Efficient	Instrumental	Practical	Successful
Competent	Energetic	Keen	Productive	Tactful
Conscientious	Enterprising	Logical	Receptive	Tenacious
Cooperative	Enthusiastic	Loyall	Reliable	Well-organized
Creative	Exceptional	Mature	Resilient	



**ACTION VERB LIST**

<b>MANAGEMENT</b>	<b>COMMUNICATION</b>	<b>RESEARCH</b>	<b>CREATIVE</b>	<b>DETAIL</b>
Developed	Influenced	Recognized Problems	Innovated	Validated
Planned	Persuaded	Clarified	Developed	Retained
Organized	Helped	Surveyed	Imagined	Checked
Executed	Directed	Interviewed	Conceptualized	Executed
Supervised	Reasoned	Investigated	Designed	Dispatched
Scheduled	Sold	Inspected	Planned	Followed Through
Assigned	Developed	Gathered	Synthesized	Implemented
Directed	Recruited	Synthesized	Integrated	Enforced
Coordinated	Motivated	Analyzed	Abstracted	Met Deadlines
Analyzed	Negotiated	Examined	Generated	Arranged
Prioritized	Mediated	Diagnosed	Perceived	Managed Time
Delegated	Arbitrated	Reviewed	Memorized	Collected
Hired	Reconciled	Organized	Discriminated	Condensed
Fired	Merged	Evaluated	Intuitied	Compiled
Recommended	Wrote	Critiqued	Visualized	Purchased
Trained	Interpreted	Perceived	Fashioned	Systematized
Trouble-Shooted	Listened	Collected	Shaped	Tabulated
Evaluated	Enlisted	Wrote	Wrote	Inspected
Led	Tabulated	Tabulated	Directed	Organized
Administered	Spoke	Consulted	Choreographed	Classified
Contracted	Presented	Interpreted	Performed	Collated
Produced	Arranged	Conceptualized	Acted	Retrieved
Controlled	Marketed	Extrapolated	Played	Recorded
Reviewed	Obtained	Decided	Originate	Processed
Problem-Solved				Compared
<b>TEACHING</b>	<b>MANUAL</b>	<b>HELPING</b>	<b>FINANCIAL</b>	
Influenced	Operated	Related	Calculated	
Motivated	Tended	Emphatized	Computed	
Encouraged	Controlled	Guided	Planned	
Briefed	Assembled	Supported	Analyzed	
Lectured	Maintained	Serviced	Managed	
Managed	Cultivated	Referred	Budgeted	
Motivated	Built	Attended	Kept Books	
Communicated	Constructed	Counseled	Kept Records	
Advised	Moved	Cared	Audited	
Presented	Shipped	Used Sensitivity	Appraised	
Guided	Improved	Listened	Research	
Coached	Handled	Perceived	Worked with Details	
Tutored	Restructured	Understood	Allocated	
Instructed	Created	Acted with team	Administered	
Enlightened	Adjusted	Mentored	Developed	
Stimulated	Planned	Advised	Prepared	
Developed Curriculum	Arranged	Used intuition	Solved	
Adapted				
Facilitated				
Clarified				
Initiated				
Set Goals				
Developed				
Explained				
Invented				



**Use your action verbs and you are on your way to scoring big with employers!**



# TRANSFERABLE SKILLS INVENTORY

- <https://icc.ucdavis.edu/materials/resume>
- [https://icc.ucdavis.edu/sites/g/files/dgvnsk2236/files/local\\_resources/handouts/transferable-skills-inventory.pdf](https://icc.ucdavis.edu/sites/g/files/dgvnsk2236/files/local_resources/handouts/transferable-skills-inventory.pdf)

## Resources

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- [Verb List for Resumes and CVs](#)
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- [Resume Writing Workshops](#)
- [Meet with an Advisor](#)

## Transferable Skills Inventory Functional, Personal and Knowledge-Based Skills

Here are two exercises that may help you 1) identify specific transferable skills, 2) articulate their use in your past experiences, and 3) help build language and examples to use both in a resume/curriculum vitae (CV), and while interviewing.

### FUNCTIONAL SKILLS INVENTORY

**Instructions:**

**Step #1**

Describe your **top 6 accomplishments** of which you are most proud below in **Section A**. The accomplishments can be from any area of your life, not just work (e.g. coursework or research, volunteering, internships, unpaid positions, part-time positions, leadership positions, etc.).

**Step #2**

Select which skills you used for each accomplishment by marking an X in the box in the appropriate numbered column in **Section B** (column numbers should match the accomplishment's number).

**Step #3**

Do this for each of the six accomplishments. Please see the example for guidance.

**Section A: Top 6 Accomplishments**

1a. (Example) Presented a portion of my thesis at a conference.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Section B: Skill Inventory (Example from section A is represented under 1a). What skills did you use when achieving your accomplishments? Check the column for each of your top 6 accomplishments.**

Verbal Communication	1a	1	2	3	4	5	6
Perform and entertain before groups							
Speak well in public appearances	X						
Confront and express opinions without offending	X						
Interview people to obtain information							
Handle complaints __in person __over phone							
Present ideas effectively in speeches or lecture	X						
Persuade/influence others to a certain point of view	X						
Sell ideas, products or services	X						
Debate ideas with others	X						
Participate in group discussions and teams	X						

Nonverbal Communication	1a	1	2	3	4	5	6
Listen carefully and attentively	X						
Convey a positive self-image	X						
Use body language that makes others comfortable	X						
Easily get along with groups of people	X						
Establish culture to support learning							
Express feelings through body language							
Promote concepts through a variety of media							
Believe in self-worth							
Respond to non-verbal cues							
Model behavior or concepts for others							

Written Communication	1a	1	2	3	4	5	6
Write technical language, reports, manuals	X						
Write poetry, fiction plays							
Write grant proposals							
Prepare and write logically written reports	X						
Write copy for sales and advertising							
Edit and proofread written material	X						
Prepare revisions of written material	X						
Utilize all forms of technology for writing							
Write case studies and treatment plans							
Demonstrate expertise in grammar and style	X						



