



FINE TUNING YOUR PERSONAL STATEMENT FOR SUPERVISED PRACTICE / GRAD SCHOOL APPLICATIONS

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DEPARTMENT OF NUTRITION – UC DAVIS

Becoming a Registered Dietitian Fall 26 Senior Seminar

**SEP
24**

BECOMING A DIETITIAN

Brief overview of the process

**OCT
1**

APPLYING TO PROGRAMS

Application process overview

**OCT
8**

PERSONAL STATE- MENTS & RESUMES

What to include

**OCT
15**

TYPES OF PROGRAMS

& Narrowing your list

**OCT
22**

DICAS APPLICATION PROCESS

DICAS walk-through

**OCT
29**

INTERN PANEL

From a variety of programs

**NOV
5**

FINANCING GRADUATE SCHOOL

Comparing costs of DIs

**NOV
12**

PROGRAM INTERVIEWS

What to expect/how to prepare

**NOV
19**

RDN CAREER PATHS

& specialty credentials

**DEC
3**

MISC. TOPICS

TBA

If you are planning on applying to
Supervised Practice (SP) / Dietetic Internships (DI)
in 2026/27, plan to attend these presentations!

**MEYER
HALL
3:10-4:00**

**Thursdays 3:10-4:00
NUT 198 Sec: 025 CRN: 39562**

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

pre-recorded!



OVERVIEW

- Start with your Resume
- The basics
- Telling your “story”
- Tailoring to Programs
- Strengths & areas for improvement
- Common errors
- Key words
- How are they evaluated?



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CREATING YOUR PROFESSIONAL RESUME

WHAT FORMAT SHOULD I USE?

Use a template



Use traditional format

education first

chronological order

HOW TO LIST EXPERIENCE

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



- Most relevant/important experiences at the top!

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.)
- 2-3 pages OK!

WHAT ELSE TO INCLUDE

Include:

- Certifications
- Memberships
- Presentations
- Publications
- Personal interests

Don't Include:

- Objective
- References
- “References available upon request”

Career Center

Career Discovery > Resumes & Materials > Job & Internship Search >

Staff and Faculty >

- Resumes >
- CV (Curriculum Vitae)
- Cover Letters >
- Resume, CV and Cover Letter Review Services >
- References
- Portfolios
- Professional Communication
- Using AI in Your Materials

No matter where you are in your career journey, we have resources to help you. Whether you're a student looking for campus jobs and internships, or a professional seeking new opportunities, we're here to support you.

Advising Resume Preparation

Resumes

Resumes

- Highlighting Your Skills
- Accomplishment Statements
- Verb List
- Resume and CV Samples
- Resume vs CV

Skills Inventory

Articulating your skills can be challenging at the beginning of your career development journey. If you are just beginning to take inventory of your skills, take the following assessment to identify skills you may already possess!

Inventory Instructions:

The following competency areas have been identified as attributes employers seek in entry-level candidates. Within each competency area, rate your current level of proficiency for each skill.

Ability to Work in a Team	
Listening attentively and objectively	Advanced ▾
Providing support for others	✓ Advanced
Interacting effectively with peers, superiors, and subordinates	Moderate
Working with diverse people	Beginner
	Haven't Developed Yet

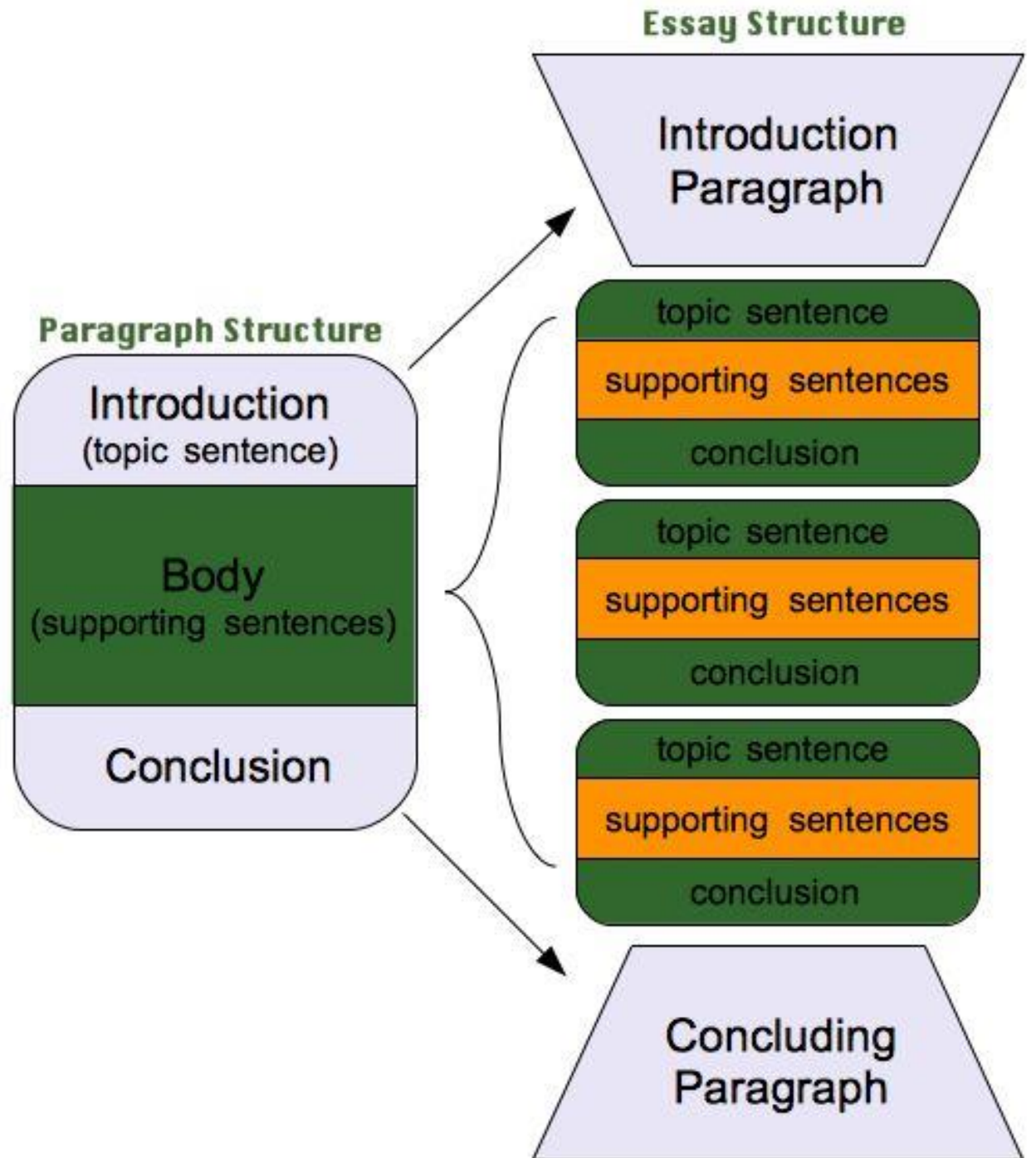
Adaptability	
Discerning appropriate behaviors for the workplace	Advanced ▾
Having an open mind to new ideas or ways of thinking	Advanced ▾
Prioritizing work to meet evolving needs	Advanced ▾
Staying current with what is changing in your industry	Advanced ▾

Analytic Reasoning	
Gathering information	Advanced ▾
Formulating questions	Advanced ▾
Evaluating evaluation strategies	Advanced ▾



PERSONAL STATEMENTS

BASIC ESSAY WRITING



Be sure to review your GPA under your [Coursework Entry](#) section before submitting your application.

WHAT'S NEXT?

Have you added all the programs you want to apply to?
[ADD PROGRAMS](#)

Request your dpd documents early. It can take some time for them to get completed.
[DPD DOCUMENTS](#)

Request recommendations in advance for each of your programs. It can take some time for them to get completed.
[RECOMMENDATIONS](#)

STATUSES

-  Academic Records >
-  Supplemental Document Requests >

Application

CAS Status

IN PROGRESS

RECEIVED

COMPLETED

Your application has not yet been submitted.

Personal Information



1/6 SECTIONS

[DPD Standing](#)
[Biographic Information](#)
[Contact Information](#)
[Citizenship Information](#)
[Other Information](#)
[Release Statement](#)

Academic History



1/4 SECTIONS

[Colleges Attended](#)
[Coursework Entry](#)
[DPD Confirmation](#)
[Standardized Tests](#)



Supporting Information



0/6 SECTIONS

[Achievements](#)
[Experiences](#)
[Memberships](#)
[Licenses and Certifications](#)
[Documents](#)
[DPD Documents](#)

Program Materials



0/2 PROGRAMS

- California State University Sacramento - MS/DI
California State University Sacramento 0/2
- San Francisco State University Dietetic Internship
San Francisco State University 0/2

WHAT TO INCLUDE:

- Answer the following questions in ≤ 1000 words
 - Why do you want to enter the dietetics profession?
 - What are your short-term and long-term goals?
 - short-term = after DI
 - long-term = 5 years out
 - What experiences have helped to prepare you for your career?
 - What are your strengths and weaknesses or areas needing improvement?
 - What other information do you consider important for the selection decision?

California State University Sacramento - MS/DI

California State University Sacramento

[DETAILS](#)

DOCUMENTS

[RECOMMENDATIONS](#)

We would like a Personal Statement that includes responses to several questions and documentation of paying the \$50 DI application fee paid to Sacramento State.

Please address the following questions/topics in your personal statement. **Please DO NOT use AI to write your personal statement.** You can describe yourself and your interests in our program far better than AI can.

In your personal statement please address:

- Describe your interest in the dietetics profession.
- What in particular about our program interests you? Why our program?
- Please describe your interest in our emphases: advocacy and public policy and/or disease prevention and health promotion.
- Describe your ability to work independently.
- What qualities do you have that make you a good match for Sac State?
- What are your research interests?
- 8,000 characters or approximately 1,000 word limit

Personal Statement

1 required • 1 allowed • 1 remaining

*How or why you are interested in dietetics *How have your education and work/volunteer experiences prepared you to be a successful intern

*Share about your prior experience and/or your interest in working with diverse populations *What are your career interests *Why you are a good fit for SF State's DI Program *Anything else you would like to share

*Three words or short phrases that describe your personality and/or work or learning style *Maximum length - Two pages, single-spaced, 12 pt font

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Supporting Information



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Program Materials



California State University Sacramento - MS/DI 0/2
California State University Sacramento
San Francisco State University Dietetic Internship 0/2
San Francisco State University

Program Materials



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▲ California State University Sacramento - MS/DI 0/2
California State University Sacramento

[Details](#)

[Documents](#)

[Recommendations](#)

▲ San Francisco State University Dietetic Internship 0/2
San Francisco State University

[Details](#)

[Documents](#)

[Recommendations](#)

TELLING YOUR “STORY”

- Health Professions Advising (HPA) Resources
 - hpa.ucdavis.edu
- HPA > Application Prep > Personal Statements

UCDAVIS
HEALTH PROFESSIONS ADVISING



[HOME](#)

[HEALTH PROFESSIONS >](#)

[PRE-HEALTH PROGRAMS](#)

[APPLICATION PREP >](#)

[POST BAC PROGRAM >](#)

[ABOUT US >](#)

Personal Statements

TAILOR TO EACH PROGRAM

- What other information do you consider important to the selection decision?
 - Why are you interested in this program?
 - Why are you a good fit for this program?
 - How will this program help you reach your long-term goals?
- HINT: look at programs' mission & goals!

SFSU MISSION & GOALS

- **Mission:** The mission of the San Francisco State University Dietetic Internship is to provide a high-quality program that prepares interns in the areas of medical nutrition therapy (concentration), community nutrition, and management. Upon completion of the program, graduates will be prepared for entry-level work as Registered Dietitian Nutritionists/Registered Dietitians (RDNs/RDs) to provide services to individuals, families, consumers and the institutions, industries and businesses serving them **in the Greater San Francisco Bay Area.**
- **Goal 1:** Graduates of the program will be prepared for entry-level practice as Registered Dietitian Nutritionists/Registered Dietitians (RDNs/RDs)
- **Goal 2:** Graduates of the program will become gainfully employed as Registered Dietitian Nutritionists/Registered Dietitians (RDNs/RDs).
 - **Objective 3:** At least 80% of graduates will be employed in a nutrition/dietetics related position **located in the greater San Francisco Bay Area** one year after program completion.
 - **Outcome:** 84% of graduates, one-year post program completion, **are employed in the Bay Area.**

UNIVERSITY OF THE PACIFIC

FUTURE GRADUATE PROGRAM

- **Mission:** The mission of the Master of Science in Clinical Nutrition FG Program is to provide a graduate level, student-centered, interprofessional Nutrition and Dietetics education, that is integrated with leadership, innovative supervised experiential learning and research experiences that prepares students to become skilled and compassionate registered dietitian nutritionist professionals who practice comprehensive clinical nutrition care using an evidence-based approach.
- **Goal 2:** Prepare graduates who participate in interprofessional practice and apply an evidence-based approach to practice.
- **Objectives:**
 - 2.1 During their first year of employment, 100% of program graduates who respond to our graduate survey will report **participating in interprofessional practice activities** (interdisciplinary healthcare teams, interprofessional committees/initiatives).
 - 2.2 During their first year of employment, 100% of program graduates who respond to our graduate survey will report how they will **routinely use current evidence-based research in professional practice.**

COMMON PS ERRORS – FROM DI DIRECTORS

- “It’s not personalized to fit the specific internship.”
- “More than 80% still have grammatical errors.”
- “20% don’t answer the Academy’s questions (on DICAS)”
- “We emphasize using an essay-based format to answer the questions, but I still have applicants who number their questions and answer them one-by-one.”
- “Mistakenly write another program's name in their application letter to our program.”

COMMON PS ERRORS – FROM DI DIRECTORS

“It is quite clear when an applicant writes about "how much they would like to work in wellness/public health/culinary," when we are a clinical nutrition-focused program. Not only do I question if the intern would be a good fit for our program, but I also wonder if they even looked at what our program has to offer. I understand that someone may still want to pursue our program and not have the goal of working in the clinical field (or may change their goal later), but it still comes across as failing to research the programs to which they are applying.”

COMMON PS ERRORS – FROM DI DIRECTORS

“Fails to identify WHY they are applying to our program. We want to know why they feel our program would be a good fit for them and their goals, and why they would be a good fit for what we offer. Far too often we get personal statements that are IMpersonal, seemingly written to everybody rather than to the person(s) who will be making the decision about their candidacy. It has to be more than “I would love to be an intern at XXX because the nutrition therapy emphasis aligns with my goals of becoming a clinical dietitian.” We can’t with confidence pass a candidate through to the next level of consideration who does not seem to understand exactly what our internship is about.”

DIG DEEPER INTO PROGRAMS

1. Mission, goals
2. Specific concentration: dig deeper
 1. Why this program?
 2. Specific rotations/concentrations
3. Specific rotations
4. How will they help you meet your long-term goals?
5. Location – be careful

UCSF SUPPLEMENTAL QUESTIONS

UCSF Dietetic Internship

University of California San Francisco

[DETAILS](#)

PROGRAM QUESTIONS

[DOCUMENTS](#)

[RECOMMENDATIONS](#)

Please complete the question below as part of your application.

UCSF SUPPLEMENTAL APPLICATION QUESTIONS

Tell us about one of your proudest professional or personal accomplishments. (max 250 words) *

1250 characters remaining

0 words

Describe a specific example of a time when you were out of your comfort zone. How did you handle it? (max 250 words) *

1250 characters remaining

0 words

Are you interested in the pediatric track of the UCSF Health Internship? *

STRENGTHS

- Career Center
 - CareerCenter.ucdavis.edu

Resumes

Resumes

- Highlighting Your Skills
- Accomplishment Statements
- Verb List
- Resume and CV Samples
- Resume vs CV

CANVAS > TRANSFERABLE SKILLS INVENTORY

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						

AREAS FOR IMPROVEMENT

- GPA
 - Lack of work/volunteer/clinical/research experience
 - Public speaking
 - Language skills
 - etc.
-
- Important to show growth!

WEAKNESSES / AREAS FOR IMPROVEMENT

- My main weakness is my limited volunteer experiences; however, my job experiences strongly outweigh this detail. I have financially supported myself throughout school and paid for my own education. My ability to balance school and work displays my determination and self-motivation.

WEAKNESSES / AREAS FOR IMPROVEMENT

- My weakness, however, is that sometimes I take on too much instead of focusing on just a few tasks and performing them to my best ability. I have a hard time saying no to people but this is something I strive to improve upon each day.

“KEY WORDS”

- Your school – UC Davis
- Management
- Leadership
- Supervisory skills
- Skill development
- Clinical
- HACCP
- ServSafe
- NCP (Nutrition Care Process)
- NCPT (NCP Terminology)
- ADIME or other charting methods
- Evidenced-based practice
- Academy of Nutrition & Dietetics
- California Academy of Nutrition and Dietetics
- Local Academy Affiliate
- Student Nutrition Association
- Experience:
 - Public Health / Community
 - Clinical / MNT
 - Management / FSM
- Language skills

SO....HOW ARE THEY GRADED/REVIEWED?

- Program Director reads all
- One person reads all & assigns a score
- Outside person reads all & assigns a score
- Read by a committee
- Extra points:
 - Language skills
 - “key words”

5. LETTER

Grammar composition and content of application letter: statement of professional goals and interests, assessment of personal strengths and weaknesses.

Not Acceptable - Poor application letter = 0

Acceptable - Acceptable letter = 2

Good - Well written letter = 4

GOAL ?



RESOURCES:

Career Center:
www.CareerCenter.ucdavis.edu

- resumes
- cover letters
- transferrable skills inventory

Health Professions Advising:
www.HPA.ucdavis.edu

- personal statements
- drop-in or one-on-one advising:
<https://hpa.ucdavis.edu/advising>

Writing Center

- TLC 4th Floor
- <https://writingcenter.ucdavis.edu>

