



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 25 Senior Seminar

**SEP
25**

BECOMING A DIETITIAN

Brief overview of the process

**OCT
2**

APPLYING TO PROGRAMS

Application process overview

**OCT
9**

PERSONAL STATE- MENTS & RESUMES

What to include

**OCT
16**

TYPES OF PROGRAMS

& Narrowing your list

**OCT
23**

DICAS APPLICATION PROCESS

DICAS walk-through

**OCT
30**

INTERN PANEL

From a variety of programs

**NOV
6**

FINANCING GRADUATE SCHOOL

Comparing costs of DIs

**NOV
13**

PROGRAM INTERVIEWS

What to expect/how to prepare

**NOV
20**

RDN CAREER PATHS

& specialty credentials

**DEC
4**

MISC. TOPICS

TBA

If you are planning on applying to
Supervised Practice (SP) / Dietetic Internships (DI)
in 2025/26, plan to attend these presentations!

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

**Thursdays 3:10-4:00
NUT 198 Sec: 025 CRN: 40742**

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

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.)

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 what you are in your major, you can find a job while at UC Davis whether you're looking for campus jobs and internships or preparing here to support your future career.

Advising Resume Preparation

Resumes

Resumes

[→ Highlighting Your Skills](#)

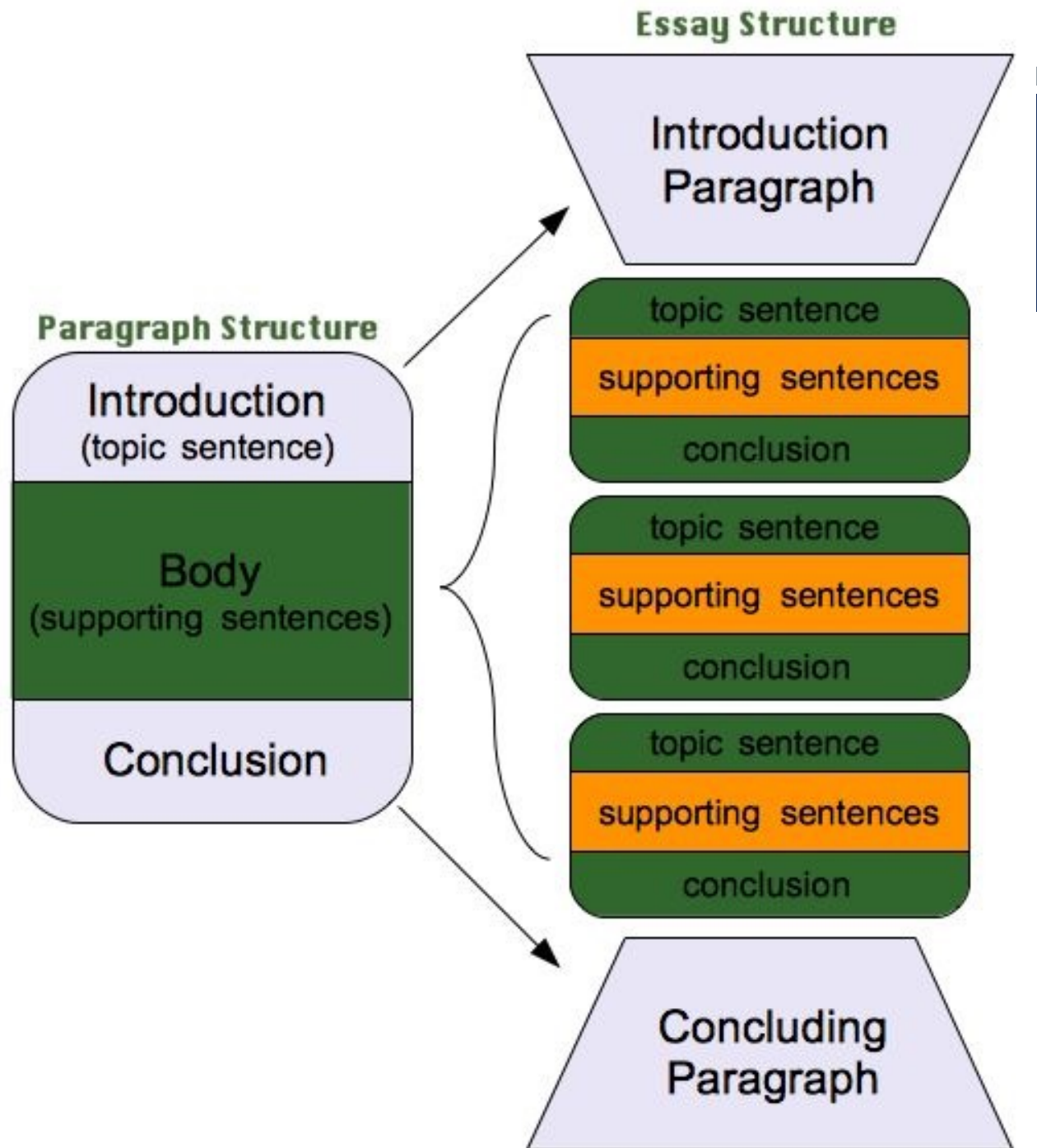
[→ Accomplishment Statements](#)

[→ Verb List](#)

[→ Resume and CV Samples](#)

[→ Resume vs CV](#)

BASIC ESSAY WRITING



Chrome File Edit View History Bookmarks Profiles Tab Window Help 89% Thu Oct 27 10:33:21 AM Joan S Frank

dicas.liaisoncas.com/applicant-ux/#/dashboard

DICAS
Dietetics Inclusive Centralized Application Service

Joan Frank CAS ID: 2773097356 Sign Out

My Application	Add Program	Submit Application	Check Status
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Personal Statement

https://help.liaisonedu.com/DICAS_Applicant_Help_Center/Filling_Out_Your_Fall_2022_DICAS_Application/Required_Information/o2_Personal_Statement

You can either choose to create one generic statement that is suitable for all programs you are applying to or you can create multiple tailored statements which specifically address each individual program. If you find an error after submission that you believe could have major effects on your application, we recommend sending a corrected copy directly to the programs you applied to.

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?

My Application

Add Program

Submit Application

Check Status

My Application

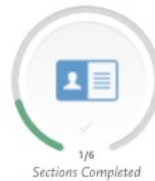
This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

Welcome to the DICAS application (save this email!) 10/04/2022

View My Notifications

Personal Information



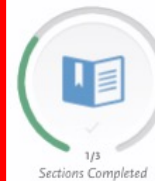
Academic History



Supporting Information



Program Materials



My Application

Add Program

Submit Application

Check Status

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

Welcome to the DICAS application (save this email!) 10/04/2022

View My Notifications



Program Materials

1/3 Sections Completed

California State University Fresno Combined Masters & Dietetic Internship
California State University Fresno

UC, Berkeley, Master of Nutritional Sciences & Dietetics
University of California Berkeley

UCSF Dietetic Internship
University of California San Francisco

[Home](#)

[Questions](#)

[Documents](#)

[Recommendations](#)

Documents

Please upload a personal statement (1000 words or less) that answers the following questions:

- Why do you want to enter the dietetics profession?
- What are your short-term and long-term goals?
- Discuss experiences that 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??

💡 UPLOAD TIPS



Review Uploaded Documents

The uploading process may have altered your formatting. Please review before submitting.



Accepted File Types

.doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.



Do Not Password Protect Your Documents

Protected documents will not be sent with your application.



Conceal Your Social Security Number (SSN)

Only use correction fluid or a redacting marker to conceal your SSN before uploading.

* Indicates required field

Required Documents

* Personal Statement

Please upload one personal statement (1000 words or less).

[+ Add Document](#)

UCSF:

Documents

Please upload a personal statement (1000 words or less) that answers the following questions:

- Why do you want to enter the dietetics profession?
- What are your short-term and long-term goals?
- Discuss experiences that 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??

YES!

Fresno State:

Required Documents

* Personal Statement

Maximum of 1,000 words. Clear, organized and easy to read. Should include a synopsis of your background and summary of where you wish to be in the future. Highlights of relevant career, academic and civic accomplishments. Guiding Questions: Why the dietetics profession and/or this program? Learned/lived experiences that have helped you prepare. What are short-term/long-term goals? What are your strengths/areas needing improvement? What other information is important for us to know?

DICAS QUESTIONS:

- Why do you want to enter the dietetics profession?
- What experiences have helped to prepare you for your career / supervised practice / grad school?
- What are your short-term and long-term goals?
 - short-term = after DI
 - long-term = 5 years out
- What are your strengths and areas needing improvement?
- What other information do you consider important to the selection decision?

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.**

TAILOR TO SPECIFIC PROGRAMS

Specific Criteria for **CSU, Sacramento**

Personal Statement:

- What to include in your DICAS Personal Statement:
 - Describe your interest in the dietetics profession.
 - What in particular about our program interests you?
 - 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 CSUS?
 - Why Sac State?
- 8,000 characters or approximately 1,000 WORD LIMIT

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

Essay Questions

Applicant's responses to the Dietetic Internship Centralized Application Services (DICAS) Personal Statement and UC Davis Medical Center Addendum Questions are reviewed. Strong responses:

- Address all components of the questions
- Include specific examples
- Highlight your skills and suitability for the program, including leadership skills, ability to work with others, problem solve and critically think.

Addendum Questions

In addition to the Personal Statement required in DICAS, the UC Davis Medical Center Dietetic Internship Program requires each applicant to answer two addendum questions. Please type your name on the upper right hand corner of **EACH** page and limit each answer to 300 words, single spaced. **Upload** the answers to the two addendum questions to **DICAS** in the "**Dietetic Internship Program Designation**" section. Additionally, enclose the two addendum question answers in your **supplemental application packet** and send to **UC Davis Medical Center**. The Addendum Questions can be found by clicking this link: [UC Davis Medical Center Dietetic Internship Program Addendum Questions](#).

1. Describe a time when you were placed in a situation in which you were given minimal direction. This may be related to a work, school or life experience. How did you work through the situation? What was the outcome? What did you learn from this experience?
2. During the dietetic internship program, you will be interacting with co-workers, patients and families who are different than you (examples: generational, gender, ethnic, cultural, socio-economic, disability status, sexual orientation). Describe a situation when you have worked with a person who was different from you. What did you learn from this experience?

STRENGTHS

■ Career Center

■ CareerCenter.ucdavis.edu

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	



San Francisco State University Career Center

1600 Holloway Avenue, Student Services Building 206, San Francisco CA 94132
Tel: 415/338-1764 • Fax: 415/338-2979 • careerct@sfsu.edu • www.sfsu.edu/~career

Resumes

Resumes

→ Highlighting Your Skills

→ Accomplishment Statements

→ Verb List

→ Resume and CV Samples

→ Resume vs CV

CC > RESUME MATERIALS

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.

CC > TRANSFERABLE SKILLS INVENTORY

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						
Communicate positive self-image	X						

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 also 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>

