

The
Princeton
Review®

WELCOME

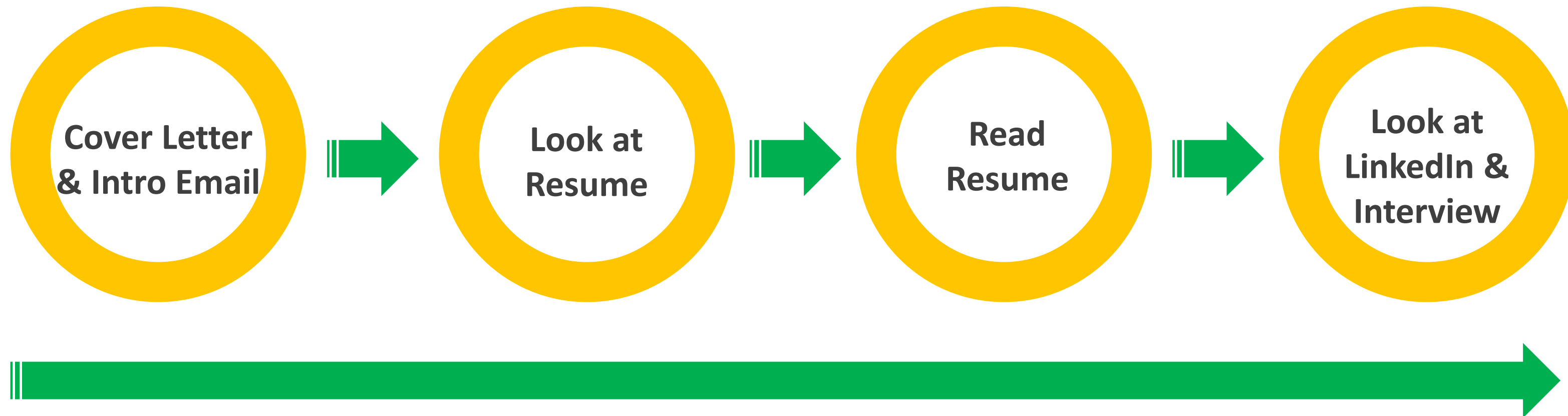
Better Grades. Better Scores. Better Applications. Better Schools.

OUTREACH SPECIALIST – GRAD PROGRAMS

Jasmine Tavakoli

Who Are You?

Why Should YOU Get the Opportunity?



Curriculum Vitae vs. Resume

CV (and LinkedIn)

- Comprehensive document
- Not personalized/customized
- Can get long

Academia & Research

Resume

- Relevant info only
- Tailored for specific position (with keywords from job description)
- Short

Tailored Presentation

CV and LinkedIn

A concise summary about your background and accomplishments:

Your Curriculum Vitae (CV) should be a summary of your background and accomplishments. The goal of writing a CV is to provide the reader with a well-organized overview of your major academic and extracurricular achievements. Think broadly about everything you have done in medical school and what skills you can bring to a residency.

UW School of Medicine

CV and LinkedIn

Consider including the following elements in your CV:

Education: name, location, degree and date from all institutions you've attended

Leadership or participation in student organization, event, project, experience abroad

Scholarships, Honors and Awards: include cum laude, magna cum laude, summa cum laude, election to AOA, or Gold Humanism, awards (including service awards), scholarships, etc.

Medically relevant work experience: listed in reverse chronological order

Research: indicate the institution, department, principal investigator or supervisor, brief title of the research project, your role, and dates of participation

Publications: include all published articles on which you are an author or co-author; bold your name

Presentations: include all relevant presentations (verbal, poster, paper) at medical conferences, specialty association meetings, etc.

Service: leadership and volunteer activities; SOM committees

Interests: other skills such as foreign language, pilot's license, etc. and hobbies

Professional Memberships

WHAT is it? It's Your Solution

FREE Access to Medical School Management Tool

Organize the key pieces of information
you'll need to stay on track and on target.

FREE:



EASY:



<http://bit.ly/medschooltoolkc>

Portfolio

This is your application portfolio which will help guide you in the selection and tracking of key accomplishments and experiences sought by admissions committees, as well as employers and those writing letters of recommendation on your behalf in the future.

These will ultimately be used in your primary and secondary applications and interviews to showcase your preparedness for your career choice and graduate school but highlighting your best work, life experiences and achievements.

Academics

Academic

> Scholarships (0)

> Academic Awards (0)

> Honor Societies (0)

▾ Honors & Scholarship Programs (0)

> Research (0)

> Study Abroad (0)

> Tutoring (0)

> Teaching Assistant (0)

> Language Proficiency (0)

> Clinical Experiences  

Honor societies, programs, scholarships:










- Good additions but overall GPA, MCAT and other academic attributes like those below are also important
- Consider joining key honor programs at your school and national honor societies like Phi Beta Kappa, Phi Kappa, Phi, etc

Research:

- At least 1 semester
- For research to be considered a significant experience should include a minimum of 1 semester, ideally year or more
- Bench top better than non-lab based
- Leading own project carries weight as does publications and presentations
- Research not "required" to gain acceptance but very important if aspiring to gain acceptance to a research-intensive medical program
- Exposure to research will allow applicant to discuss research in personal statement and/or secondaries and an interview as appropriate
- Like to see students use research in their applications to demonstrate an understanding of how research fits into clinical advancements and the time required to achieve these.
- Don't care as much about being published - more about learning what research is about and using critical thinking skills







Pre-Professional Competencies



-  **Service Orientation:** Demonstrates a desire to help others and sensitivity to others' needs and feelings; demonstrates a desire to alleviate others' distress; recognizes and acts on his/her responsibilities to society; locally, nationally, and globally.
-  **Social Skills:** Demonstrates an awareness of others' needs, goals, feelings, and the ways that social and behavioral cues affect peoples' interactions and behaviors; adjusts behaviors appropriately in response to these cues; treats others with respect.
-  **Cultural Competence:** Demonstrates knowledge of socio-cultural factors that affect interactions and behaviors; shows an appreciation and respect for multiple dimensions of diversity; recognizes and acts on the obligation to inform one's own judgment; engages diverse and competing perspectives as a resource for learning, citizenship, and work; recognizes and appropriately addresses bias in themselves and others; interacts effectively with people from diverse backgrounds.
-  **Teamwork:** Works collaboratively with others to achieve shared goals; shares information and knowledge with others and provides feedback; puts team goals ahead of individual goals.
-  **Oral Communication:** Effectively conveys information to others using spoken words and sentences; listens effectively; recognizes potential communication barriers and adjusts approach or clarifies information as needed.
-  **Ethical Responsibility to Self and Others:** Behaves in an honest and ethical manner; cultivates personal and academic integrity; adheres to ethical principles and follows rules and procedures; resists peer pressure to engage in unethical behavior and encourages others to behave in honest and ethical ways; develops and demonstrates ethical and moral reasoning.
-  **Reliability and Dependability:** Consistently fulfills obligations in a timely and satisfactory manner; takes responsibility for personal actions and performance.
-  **Resilience and Adaptability:** Demonstrates tolerance of stressful or changing environments or situations and adapts effectively to them; is persistent, even under difficult situations; recovers from setbacks.
-  **Capacity for Improvement:** Sets goals for continuous improvement and for learning new concepts and skills; engages in reflective practice for improvement; solicits and responds appropriately to feedback.

Demonstrate 15 Core Competencies

Thinking and Reasoning Competencies

-  **Critical Thinking:** Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
-  **Quantitative Reasoning:** Applies quantitative reasoning and appropriate mathematics to describe or explain phenomena in the natural world.
-  **Scientific Inquiry:** Applies knowledge of the scientific process to integrate and synthesize information, solve problems and formulate research questions and hypotheses; is facile in the language of the sciences and uses it to participate in the discourse of science and explain how scientific knowledge is discovered and validated.
-  **Written Communication:** Effectively conveys information to others using written words and sentences.

Science Competencies

-  **Living Systems:** Applies knowledge and skill in the natural sciences to solve problems related to molecular and macro systems including biomolecules, molecules, cells, and organs.
 -  **Human Behavior:** Applies knowledge of the self, others, and social systems to solve problems related to the psychological, socio-cultural, and biological factors that influence health and well-being.
-

Clinical Experience



Goal

100 total hours in 3-5 different areas (including primary care)

Shadowing:

- Schools generally like to see shadowing in 3-5 specialty areas for a total of at least 100 hours or more and one should include primary care (like Pediatrics, Family Medicine, OB/GYN and in some cases ER)
- You can be reflective on all the different physician specialties and primary care interactions and that you have truly explored the career you seek
- Diversity over quantity is better -100 hours in 3 areas vs 200 hours in same specialty
- Hospital volunteering is service, but you can sometimes split the hours between service and clinical
- If considering DO need to try to shadow a DO and get a letter

Paid Clinical:

- Paid clinical is a very positive experience for schools - at least 6 months or 200+ hr
- Schools want to see that you have not only shadowed but that you have also “rolled up your sleeves” and gotten as close to medicine as possible—not passively but directly.
- We recommend that prospective applicants consider the following before applying to medical programs: Medical schools will be looking for applicants

The screenshot shows a web application interface. On the left, there is a sidebar with a 'Portfolio' section. The 'Portfolio' section has a header with a megaphone icon and a sub-header 'Portfolio'. Below this, there is a description: 'This is your application portfolio for employers and those writing letters of recommendation. These will ultimately be used in your best work, life experience.' The 'Portfolio' section is divided into several categories: 'Academic' (0), 'Clinical Experience' (0), 'Co-op' (0), 'Internship' (0), 'Volunteer Program' (0), and 'Other' (0). The 'Clinical Experience' category is expanded, showing 'Shadowing' (0) and 'Paid Clinical/Employment' (0). There is a '+ Add' button next to the 'Paid Clinical/Employment' category.

The main content area is a modal form titled 'Add Paid Clinical/Employment'. The form has the following fields:

- Institution/Org/Program Name (text input)
- Supervisor Name (text input)
- City (text input)
- State (dropdown menu)
- Paid? (dropdown menu)
- Start Date (text input, format mm/dd/yyyy)
- End Date (text input, format mm/dd/yyyy)
- Approximate Total Hours (text input)
- Percent of College Expenses Paid (text input)
- During Academic Year? (checkbox)

At the bottom right of the modal, there is a 'Save Changes' button.

Student Example's Portfolio

Name: Student Example

MSMID: 114444838

Phone: (555) 555-1234

Email: prehealth@review.com

Product Enrollment: Free Access to Medical-School Management Tool

Cycle:

Academic

Scholarships:

- Caldwell Scholarship

Academic Awards:

- Dean's List

Honor Societies:

- Phi Beta Kappa, Golden Chain, Alpha Epsilon Delta, and University College Honors Program

Research:

Start Date: 01-01-2017
End Date: 01-01-2020
Institution/Org/Program Name: NCSU
Area/Type of Research: Biochemistry Lab, Clinical Practice Research
Duties: Set-up lab, analyze journal articles, collecting samples, and present data
Received UG Research Grant for \$1000 UG Research Symposium - Poster Presentation
Paid?: Yes
Approximate Total Hours: 450

Study Abroad:

Institution/Org/Program Name: MedFirst
Location(s): Belize
Start Date: 05-01-2018
End Date: 05-20-2018
Purpose: Medical Mission Trip

Institution/Org/Program Name: MedFirst
Location(s): Dominican Republic
Start Date: 03-10-2019
End Date: 03-18-2019
Purpose: Medical Mission Trip

Teaching Assistant:



Institution/Org/Program Name: ABC University
Mentor/Supervisor Name: Dr. Plant
Mentor/Supervisor Email: plant@abc.edu
Mentor/Supervisor Phone: 704-123-4567
Subject/Course Name: TA BCH 451
Duties: Set up lab, grade papers, host study sessions, and hold office hours
Paid?: No
Start Date: 01-07-2017
End Date: 05-10-2017
Approximate Total Hours: 100

Practice Type: Hospital
Name of Physician Shadowed: Dr. Speed
Type of Physician: MD
Practice Name: Wake EMS, Wake & Cary ER
State: North Carolina
Start Date: 05-10-2019
End Date: 08-19-2019
Approximate Total Hours: 50
Specialty Type - please specify (i.e. Family, General Surgery, etc.): Emergency Medicine

Institution/Org/Program Name: EMT-B Certified
State:
Paid?:
Start Date: 01-30-2016
End Date: 01-30-2016
During Academic Year?:

Language Proficiency:

Language: Spanish
Proficiency: Native

Clinical Experiences

Shadowing:

Practice Type: Private - Primary
Name of Physician Shadowed: Dr. John Doe
Type of Physician: MD
Practice Name: Doe Family Medicine
State: North Carolina
Start Date: 01-10-2018
End Date: 01-10-2019
Approximate Total Hours: 50
Specialty Type - please specify (i.e. Family, General Surgery, etc.): Family Medicine, Obstetrics

Practice Type: Indigent Care
Name of Physician Shadowed: Dr. Doe
Type of Physician: MD
Practice Name: Open Door Clinic
State:
Start Date: 03-10-2019
End Date: 03-18-2019
Approximate Total Hours: 25
Specialty Type - please specify (i.e. Family, General Surgery, etc.): Family

Practice Type: International
Name of Physician Shadowed: Dr. Acosta and Dr. Moise (DO)
Type of Physician: MD
Practice Name: Nicaragua and Haiti
State:
Start Date: 03-10-2017
End Date: 03-19-2018
Approximate Total Hours: 25
Specialty Type - please specify (i.e. Family, General Surgery, etc.): Family

Practice Type: Private - Specialty
Name of Physician Shadowed: Dr. Bob, Dr. Sam, and Dr. Tom (DO)
Type of Physician: MD
Practice Name: Charlotte Cardiology, Charlotte Dermatology, and Charlotte Urology
State:
Start Date: 01-01-2017
End Date: 10-01-2019
Approximate Total Hours: 50
Specialty Type - please specify (i.e. Family, General Surgery, etc.): Cardiology, Dermatology, Urology

Paid Clinical/Employment:

Institution/Org/Program Name: Union Regional Hospital
Supervisor Name: Sharon Smith, RN
City: Charlotte
State: North Carolina
Paid?: Yes
Start Date: 05-15-2017
End Date: 07-30-2021
Approximate Total Hours: 400
Percent of College Expenses Paid: 100%
During Academic Year?: Yes
Describe Experience/Activities: Worked as a CNA/MA Injections, phlebotomy, histories, vitals, and triage

Service

Campus Based Service:

Institution/Org/Program Name: Nurish International
Supervisor Name: Jane Smith
State:
Start Date: 10-10-2017
End Date: 05-10-2020
Approximate Total Hours: 175 hours
Describe Experience/Activities: coordinator - campus events - hunger awareness

Institution/Org/Program Name: Stop Hunger Now
Supervisor Name: John Smith
State:
Start Date: 03-15-2017
End Date: 05-10-2020
Approximate Total Hours: 150 hours
Describe Experience/Activities: daylong event to package meals annually for hunger relief efforts

Institution/Org/Program Name: Service Raleigh/NCSU
Supervisor Name: Bob Smith
State:
Start Date: 04-01-2016
End Date: 05-10-2020
Approximate Total Hours: 200 hours
Describe Experience/Activities: annual events - day-long for community and campus service projects

Institution/Org/Program Name: Tri Delta Alpha Sorority
Supervisor Name: Tom Smith
State:
Start Date: 08-25-2017
End Date: 05-10-2020
Approximate Total Hours: 250 hours
Describe Experience/Activities: Kids N' Community, Oak Hill Tutoring, Fundraising/Awareness Events - Relay for Life, Race for the Cure, NEDA Walk, etc.

Other:

Long Term Community Service (not campus):

Institution/Org/Program Name: Soup Kitchen
Supervisor Name: Sam Smith
State:
Start Date: 11-20-2013
End Date: 07-30-2021
Approximate Total Hours: 385 hours
Describe Experience/Activities: serve meals weekly since high school

Institution/Org/Program Name: High Rock Senior Center
Supervisor Name: Barbara Smith
State:
Start Date: 04-20-2018
End Date: 07-30-2021
Approximate Total Hours: 100 hours
Describe Experience/Activities: volunteer in craft room

Church Related Service:

Institution/Org/Program Name: Church
Supervisor Name: Pastor Smith
State:
Start Date: 07-10-2013
End Date: 07-30-2021
Approximate Total Hours: 400 hours
Describe Experience/Activities: Sunday School Teacher - K - 6th grade - develop and teach lessons since I was in high school

Hospital Volunteering:

Institution/Org/Program Name: Open Door Clinic
Supervisor Name: Dr. Doe
State:
Start Date: 02-10-2018
End Date: 07-30-2021
Approximate Total Hours: 75 hours
Describe Experience/Activities: translator

Leadership

Institution/Org/Program Name: Boys & Girls Club Project Leader
Supervisor Name: Tom Short
State:
Start Date: 06-10-2017
End Date: 07-30-2021
Approximate Total Hours: 400 hours
Describe Experience/Activities: coordinator for weekend educational programming for pre-teens (only during summer break)

Institution/Org/Program Name: Pre-Health Club/Pre-Med Interest Group
Supervisor Name: Bob Short
State:
Start Date: 08-25-2016
End Date: 05-10-2020
Approximate Total Hours: 100 hours
Describe Experience/Activities: roles including secretary for 900 members club, co-president of the pre-medical IG responsible for coordinating speakers, projects, and club compliance

Institution/Org/Program Name: University Ambassador
Supervisor Name: Susan Short
State:
Start Date: 08-25-2018
End Date: 05-10-2020
Approximate Total Hours: 125 hours
Describe Experience/Activities: member - campus outreach, recruitment, planning 2 years on Executive Board

Institution/Org/Program Name: Students Against Campus Violence
Supervisor Name: Sam Short
State:
Start Date: 08-25-2019
End Date: 05-10-2020
Approximate Total Hours: 80 hours
Describe Experience/Activities: Co-founder/Program Coordinator - plan, recruit, and execute campus events to promote awareness

Social

Personal Interests:

• Music - Drum (3 yr), Piano (4 yr), Guitar (4 yr) Poetry Running/Weight Training - training for 1/2 marathon Sailing - 10 yer member of Pittsburgh Yacht Club SCUBA - open water and night dive certified

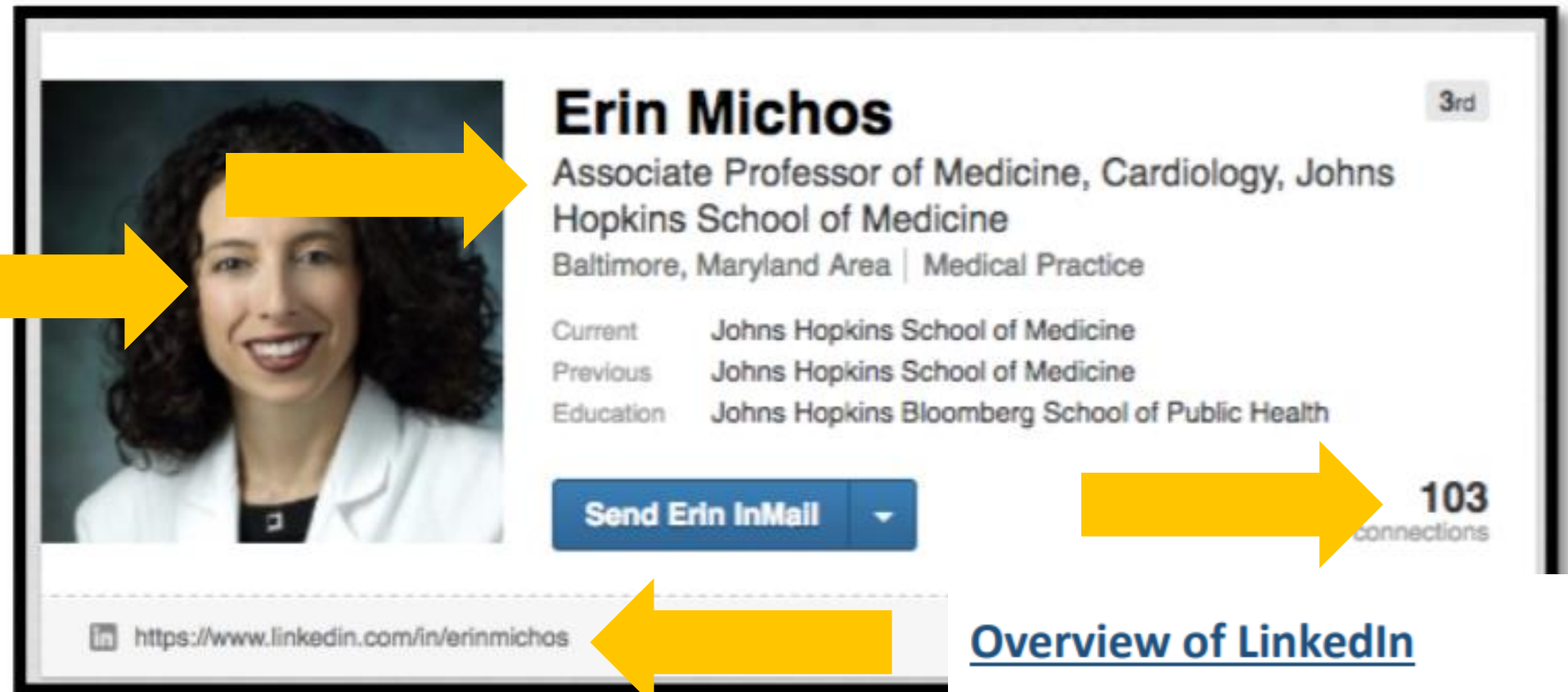
Clubs/Fraternities/Sororities/Organizations/Intramural Sports:

Institution/Org/Program Name: Alpha Zeta Sorority
Supervisor Name: Jane Short
Start Date: 01-08-2018
End Date: 05-10-2020

Work Experience

Institution/Org/Program Name: Patient Outreach Initiatives - Lead Coordinator
Supervisor Name: Sandy Smith
State:
Paid?: Yes
Start Date: 01-07-2019
End Date: 07-30-2021
Approximate Total Hours: 10 hours a week
Percent of College Expenses Paid: 100%
During Academic Year?: Yes
Describe Experience/Activities: responsible for planning and coordinating patient education initiative

LinkedIn Profile (Professional)



Johns Hopkins School of Medicine

**BUILD.
CONNECT.
ENGAGE.**

Overview of LinkedIn

LinkedIn is the world's largest professional social network. Healthcare professionals use this platform to connect with past and current colleagues, LinkedIn influencers and other experts in medicine. In addition, healthcare professionals may use this platform to amplify innovative research and industry news relative to their work.

On this platform, experts can:

- Build a professional identity online while establishing leadership and authority by leveraging the platform's publishing tools such as professional profiles, posts and LinkedIn blog posts.
- Connect with colleagues and expand their professional network while discovering new professional opportunities and ventures.
- Engage their network around similar topics of interest.

LinkedIn Profile (Professional)

Public Profile

Briana Konnick, Ph.D. 328 connections
Career and Professional Development for STEM PhDs | Higher Ed Administrator | Program Coordinator
Greater Chicago Area | Higher Education

Current: The University of Chicago
Previous: The Scripps Research Institute, Vanderbilt University
Education: The Scripps Research Institute
Recommendations: 2 people have recommended Briana

Customize Your Public Profile
Control how you appear when people search for you on Google, Yahoo!, Bing, etc.
[Learn more](#)

Make my public profile visible to no one
 Make my public profile visible to everyone

- Basics
- Picture
- Headline
- Summary
- Current Positions
 - Details
- Past Positions
 - Details
- Education
 - Details
- Skills
- Organizations
- Honors and Awards
- Publications
- Recommendations
- Groups
- Machine-translated Public Profile
 - German

[Save](#)

Your public profile badge

Summary
My passion is to serve as a resource and advocate for graduate students and postdoctoral scholars - via career and professional development endeavors. My experience as a Ph.D. scientist allows me to directly relate to and assist junior scientists as they progress in their careers. My areas of expertise include: higher education administration, direct training programs, social media optimization, data management from large- and small-scale surveys, counseling, event coordination, reaccreditation, and cultivating relationships both internal and external to an institute.
I facilitate and manage workshops and events on subjects such as: networking skills, successful career planning, effective scientific communications (via posters, presentations, etc.), interviewing skills, academic job searches, and social media utilization. I excel at event planning and coordination, greatly enjoy working with multiple networks within an institute, and am highly efficient at managing various long-term projects as well as day-to-day educational programming.

Experience

Assistant Director, Graduate Career Development
The University of Chicago
September 2016 – Present (3 months) | Greater Chicago Area

Career and Postdoctoral Services Program Coordinator
The Scripps Research Institute

BUILD. CONNECT. ENGAGE.

Reco M. Mendentions
Direct Sales Consultant at Example Inc.
“ Tom is wonderful to work with, and has exceptional expertise in leadership, coaching, motivation. He consistently demonstrated a solid work ethic at Uber plus a dedication to success. Tom is dedicated, self-motivated, methodical, and very capable. He is not only a reliable and forward thinking Project Manager but also an inspiring team player. Besides... [more](#) ”

Lin Kedinendorse
Retail Store Manager at Sample Corp.
“ Mr Smith is a motivated, forward-thinking and also intelligent CEO who has lots of knowledge in his field. Broad-minded CEO - his exceptional work flow, skills, ingenuity and comprehension of change requests made the project a dream. Mr. Smith leads by example and many people at XYZ Inc. find his enthusiasm and dedication both inspiring and motivating.... [more](#) ”

Endor Sements
Social Media Director at Example Company.
“ It was fantastic to work together with John, who was an exceptional CEO. His hands-on approach to career coaching, motivational speaking and consulting and powerful personality won him the respect of the staff. Loyal, insightful and independent. Is always capable of adapting to new working environments. Very positive attitude towards work. John always... [more](#) ”

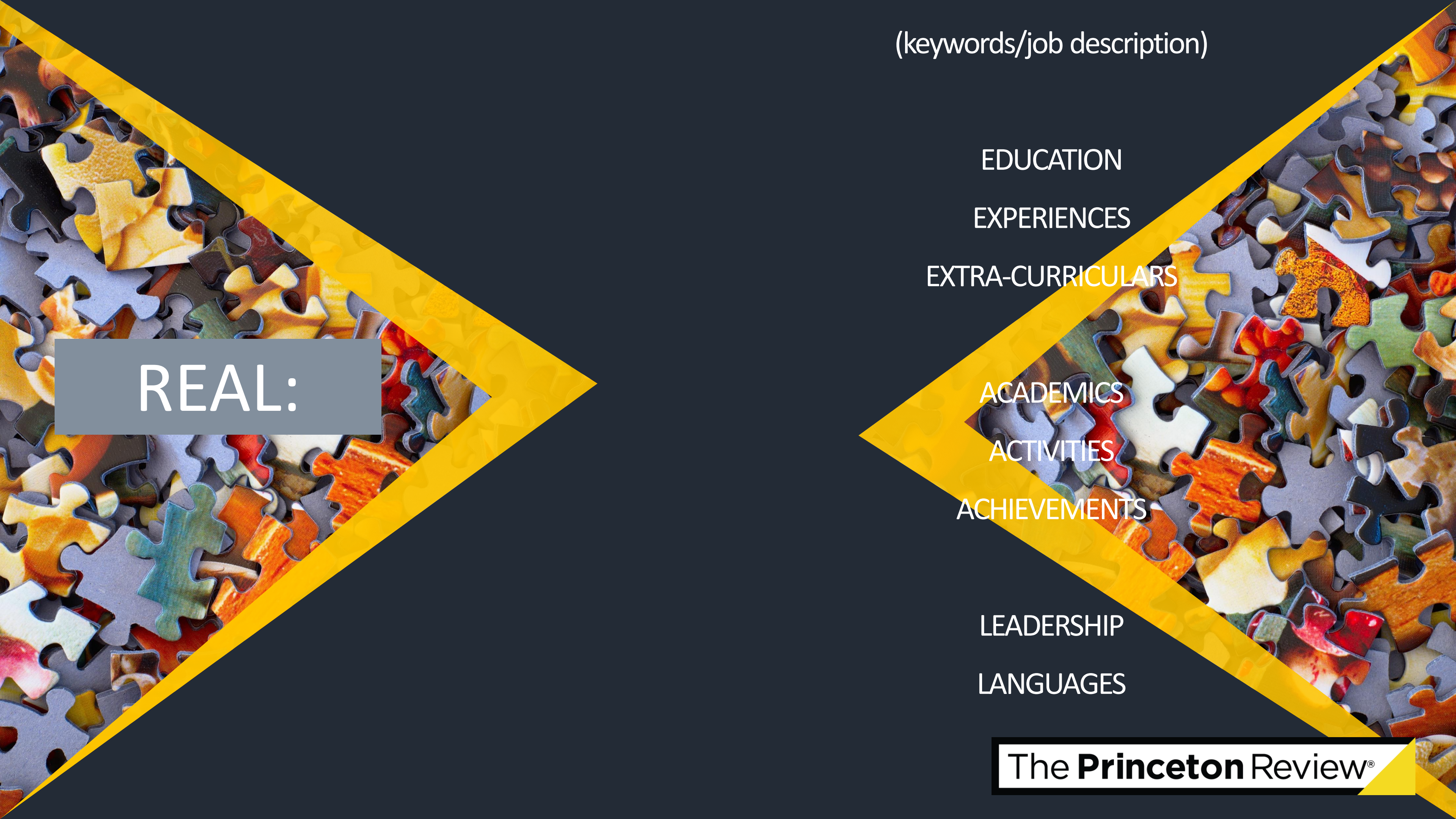


Keep in mind...
The average employer
takes about
6 seconds
to scan a resume.

Formatting Tips

- Limit your resume to one page
- Include your contact information (with a professional email address)
- Use a professional font (e.g. Times New Roman, Arial, Helvetica, Georgia, Calibri, Tahoma)
- Use font sizes 10 - 12
- Use bolding to make key information stand out (e.g. bold all of your job titles)
- List your GPA (if 3.0 or higher)





REAL:

(keywords/job description)

EDUCATION

EXPERIENCES

EXTRA-CURRICULARS

ACADEMICS

ACTIVITIES

ACHIEVEMENTS

LEADERSHIP

LANGUAGES

Position Summary:

Under supervision of the Principal Investigator, the incumbent will assist in managing the laboratory and conducting basic research in the area of melanocyte and melanoma biology. The incumbent will be responsible for working with small research rodents and performing patient-derived xenograft transfers, blood collection from live research animals, advanced imaging of skin tissues in live animals, and processing and analyzing tissues collected from animals for IHC, RNA in situ hybridization, western blotting, and single cell sequencing. The incumbent will be responsible for maintaining the mouse colony and all applicable protocols (IACUC rDNA, etc.) and performing genotyping. The incumbent will also be the laboratory safety officer and ensure that the lab members have the appropriate training which is up to date will assist with routine laboratory maintenance and will ensure compliance with UCI safety regulations. Will document experiments and results in well-organized notebooks. Will ensure that supplies are ordered in a timely fashion and purchases are properly recorded.

Required:

The qualified candidate must have at least 2 years of experience working in bench research with basic skills in molecular biology and imaging.

Incumbent must be experienced working under sterile conditions and be experienced with the standard operating procedures and safety requirements of working with immunocompromised animals.

The incumbent must also be experienced working with laboratory animals and colony maintenance.

The incumbent must have a knowledge of using Excel and basic statistics.

The incumbent must have experience in cell culture.

Experience in general laboratory maintenance is preferred and it is important they can keep accurate records and be punctual.

Good organizational skills to order and maintain lab equipment and supplies.

Strong written and verbal communication skills needed to interact professionally and effectively in the work environment.

Physical Requirements:

Below are general guidelines on the position's physical, mental, and environmental working conditions. In accordance with applicable state and federal law, UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500.

Bend: Frequently

Squat: Occasionally

Crawl: Not Applicable

Climb: Not Applicable

Kneel: Occasionally

Handle Objects: Constantly

Push/Pull: Frequently

Reach Above Shoulder Level: Occasionally

Sit: Frequently

Stand: Constantly

Walk: Constantly

Use Fine Finger Movements: Constantly

Carry/Lift Loads up to 25 Pounds: Occasionally

Carry/Lift loads between 25-50 lbs: Occasionally

Carry/Lift Loads over 50 Pounds: Not Applicable

Read/Comprehend: Constantly

Write: Constantly

Perform Calculations: Constantly

Communicate Orally: Constantly

Reason and Analyze: Constantly

Chemical/Biological Agent: Constantly

Construction Activities: Not Applicable

Contact with Water/Liquids: Constantly

Drive Motorized Equipment: Not Applicable

Confined Spaces: Not Applicable

Elevated Work Location: Frequently

Radioactive Materials: Not Applicable

Temperature Variations: Frequently

ACTION VERBS

LEADERSHIP/MANAGEMENT

achieved	administered	assigned	attained	chaired	conducted	contracted	consolidated
coordinated	decided	delegated	developed	directed	enforced	evaluated	exceeded
executed	founded	implemented	improved	incorporated	increased	inspired	launched
led	managed	motivated	organized	outlined	oversaw	planned	prioritized
produced	proposed	recommended	reevaluated	rejected	reported	reviewed	scheduled
spearheaded	supervised	surpassed					

COMMUNICATION

addressed	arbitrated	arranged	authored	communicated	corresponded	counseled	developed
defined	directed	drafted	edited	enlisted	formulated	influenced	interpreted
lectured	marketed	mediated	moderated	motivated	negotiated	persuaded	presented
promoted	publicized	published	reported	summarized	spoke	translated	wrote

ORGANIZATION/DETAILED

activated	altered	assembled	approved	arranged	catalogued	classified	collected
compiled	completed	described	dispatched	edited	estimated	executed	gathered
generated	implemented	inspected	listed	maintained	modified	monitored	observed
operated	organized	planned	prepared	processed	proofread	purchased	recorded
reduced	retrieved	screened	streamlined	systematically			

TEACHING

adapted	advised	clarified	coached	coordinated	critiqued	defined	developed
enabled	encouraged	evaluated	explained	facilitated	graded	guided	informed
initiated	instructed	lectured	presented	set goals	stimulated	taught	tested
tutored	updated						

CREATIVE

acted	applied	composed	conceived	conceptualized	created	designed	developed
directed	established	fashioned	formed	formulated	illustrated	instituted	integrated
introduced	invented	originated	perceived	performed	presented	produced	refined

PEOPLE SKILLS

advised	aided	assessed	assisted
coached	collaborated	coordinated	counseled
demonstrated	diagnosed	educated	encouraged
facilitated	guided	helped	inspired
maintained	modeled	referred	rehabilitated
represented	supported		

RESEARCH

analyzed	clarified	collected	conceived
critiqued	detected	diagnosed	disproved
evaluated	examined	extracted	identified
inspected	interpreted	interviewed	investigated
organized	researched	reported	reviewed
searched	studied	summarized	surveyed
systematized	wrote		

FINANCIAL

adjusted	allocated	analyzed	appraised
audited	balanced	budgeted	calculated
compared	computed	estimated	forecasted
projected	raised	reevaluated	reconciled
		researched	sold

TECHNICAL

assembled	built	calculated	computed
designed	devised	engineered	fabricated
inspected	maintained	operated	overhauled
programmed	remodeled	repaired	solved
trained	upgraded		

Peter Anteater

62600 Arroyo Drive
Irvine, CA 92617

(949) 555-1212
anteater@uci.edu

EDUCATION

University of California Irvine, Irvine, CA

June 20XX

B.S., Biological Sciences

Minors in **Psychological Science** and **Medical Anthropology**

Orange County EMT, Lake Forest, CA

November 20XX

Emergency Medical Technician Certification

EXPERIENCE

UCI Medical Center, Pigazzi Lab, Orange, CA

May 20XX - Present

Research Student, Department of Surgery

- Care for animals pre- and post-surgeries by checking their blood glucose and weight and monitoring their progress and recovery
- Observe research supervisor during 5-10 surgeries per week and provide assistance as needed
- Make solutions needed for specific procedures each day, as well as cleaning, organizing, and preparing lab apparatus, such as glassware and surgical tools

Irvine Urgent Care, Irvine, CA

March 20XX - Present

Medical Assistant Intern

- Take patient vitals and record chief complaint and medical history into medical database to report to physician
- Perform various procedures such as breathing treatments, urine analysis, and strep test
- Maintain rooms by cleaning, organizing, and ensuring that rooms are properly stocked throughout the day
- Support busy office staff by organizing and labeling patients' medical files, greeting patients and making phone calls to confirm appointments

American Medical Student Association (AMSA), Irvine, CA

September 20XX - June 20XX

Community Service Chair and Co-Publicity Chair

- Collaborated with Clinic in the Park and Higher Ground to provide health education, screenings, and social service connections in underserved communities of Orange County
- Organized and promoted club meetings, fundraisers, and volunteer events through word of mouth and posting to social media outlets each week
- Developed fundraising strategy and assembled team of five to participate in American Cancer Society's "Relay for Life" event as team captain
- Mentored ten underclassmen through weekly group meetings by providing insight on different kinds of resources and opportunities available on- and off-campus

OCEMT Clinical Rotations, Anaheim, CA

September 20XX - November 20XX

West Anaheim Medical Center (WAMC) Emergency Room and CARE Ambulance Services

- Supported physicians, nurses, and emergency care technicians in patient care as needed by taking vitals and applied EKG leads on patients
- Provided assistance and observed EMTs and firemen transporting 911 and IFT patients to emergency rooms

Skills

Laboratory: Enzyme characterization, RIAs, ion-exchange chromatography, gel electrophoresis, protein assays, plasma preps, aseptic techniques, use of radioisotopes, HPLC, cell fractionation

Language: Fluently speak, read, and write Tagalog and Ilocano

Computer: Microsoft Word, PowerPoint, Excel, Canva Design

EDUCATION
Highlight GPA if solid
Academic awards
Academic achievements

ACTION VERBS!
Present tense vs. past

Bullet points –
punctuation consistent

Using KEYWORDS and
relevant experience?

Other skills that set are
important/unique

Professional contact info
>> email?
>> cell phone voice mail?
LinkedIn Profile

Reverse chronological order

Spell out acronyms not typically
known to community at large

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Cover Letter:

Keep in mind...

A cover letter is your opportunity to tell the employer what you are applying for and why you are a good match for the position and the organization.

You should submit a tailored, well-written cover letter with every resume, whether for an internship or job.

While a resume provides a summary of your skills and experience, a cover letter takes it a step further by allowing you to highlight your specific qualifications.



Structure and Details

- Appropriately address the salutation to a specific person, not job title (spell their name correctly)
- Avoid saying “To Whom it May Concern” if no name is provided. For example, you can use “Dear Hiring Manager” or “Dear Selection Committee”
- Check for any spelling or grammar errors
- Use a font type and size that match your resume
- Include contact information in the letter
- Write in the tone of a confident (but not arrogant) professional
- If you are submitting your resume to an email address, your cover letter may be in the body of the email



First Paragraph

- *Mention:*
 - Why you are writing (include which position you are applying for)
 - How you learned of the position
 - Your current status (student or employed)
 - If you have completed your degree or when you expect to graduate
- Make a preliminary assertion as to your strength as a candidate
- Tailor to specific organization / company
- Explain your interest in the company



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Middle Paragraph

- Present specific examples of how your background, experience, achievements, and/or qualifications meet the needs of the position description, department, and/or organization
- Discuss your knowledge of and interest in some of the specific characteristics of the job, organization, and/or department
- Address if your profile differs from the job description
- Mention why you decided to pursue that field



Final Paragraph

- Offer to provide additional material, information, or a URL for a professional web page / portfolio (if applicable)
- *Indicate:*
 - How you can best be reached
 - What is enclosed / attached with the letter
 - Your availability for, and interest in, an interview
 - Follow up action on your part
- Thank the reader for his or her consideration



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Informational Interview:

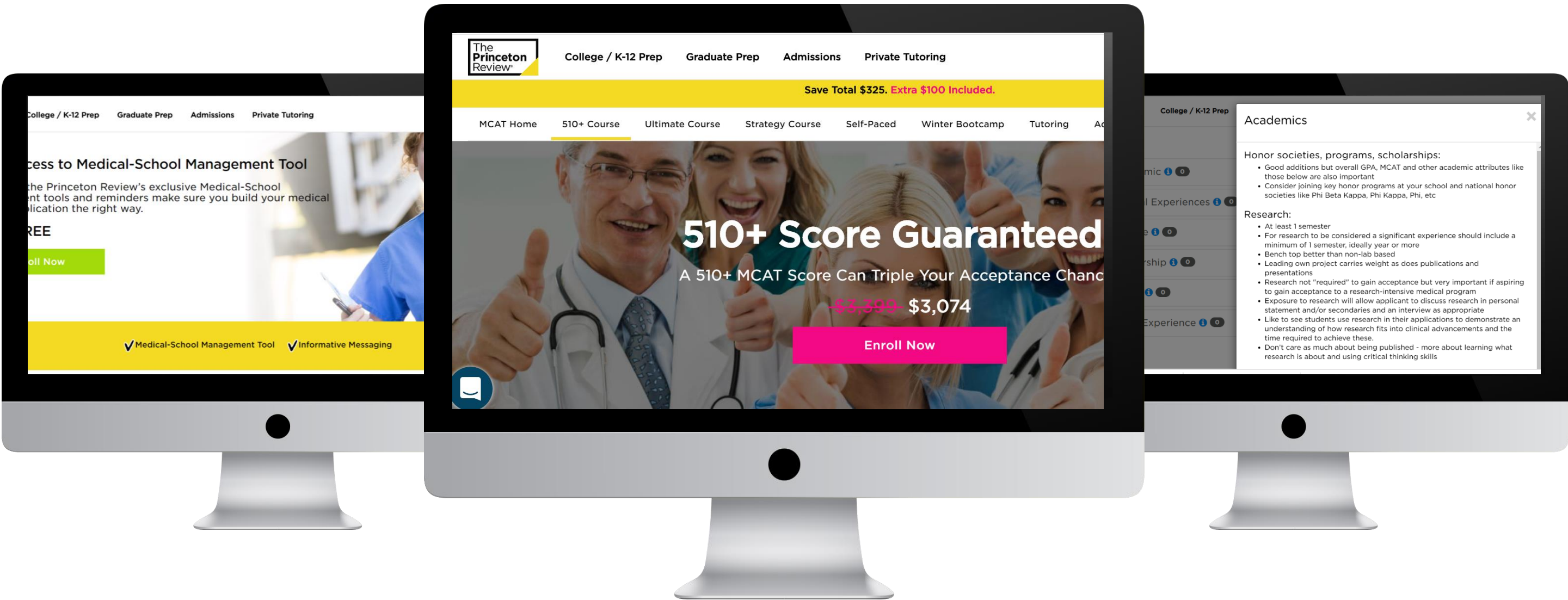
Suggested Questions

1. How did you get into this field?
2. What do you like most/least about your job?
3. What is a typical day like?
4. What kind of individual (in terms of talent and personality) would be best suited to this position?
5. What advice would you give on applying for and finding a job in this field?
6. Are there any other sources of information you might suggest to learn more about this field?



RAISE YOUR MCAT SCORE

BETTER GRADES. BETTER SCORES. BETTER APPLICATIONS. BETTER SCHOOLS.



Be Ready

To submit for opportunities

To confer with your pre-health advisor

To ask for letters of recommendation

To draft your personal statement

To take the MCAT

To key in your application

Did you build information about a memorable and unique applicant?

65%

Did you present these experiences well and demonstrate their impact on your life?

74%

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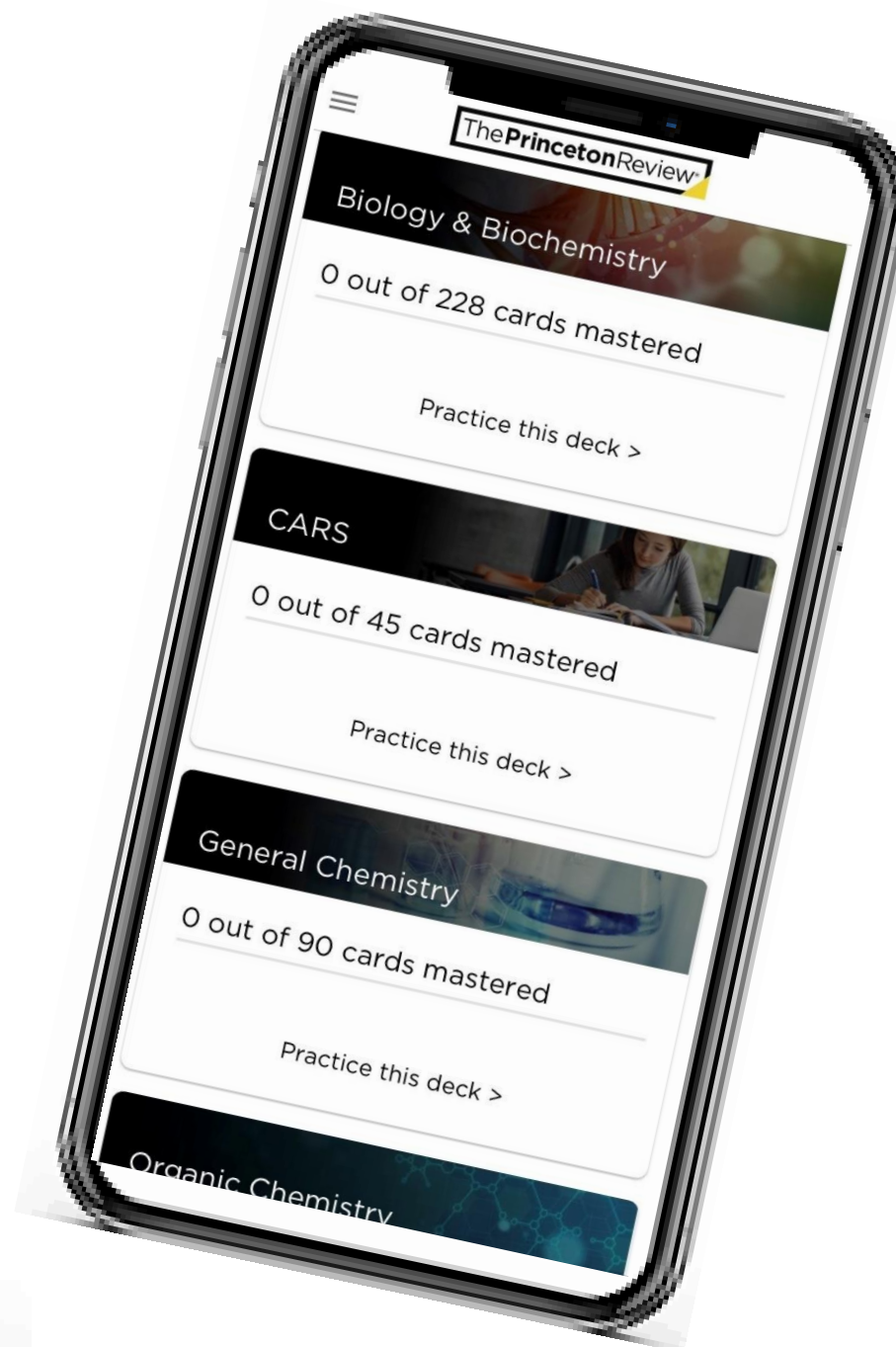
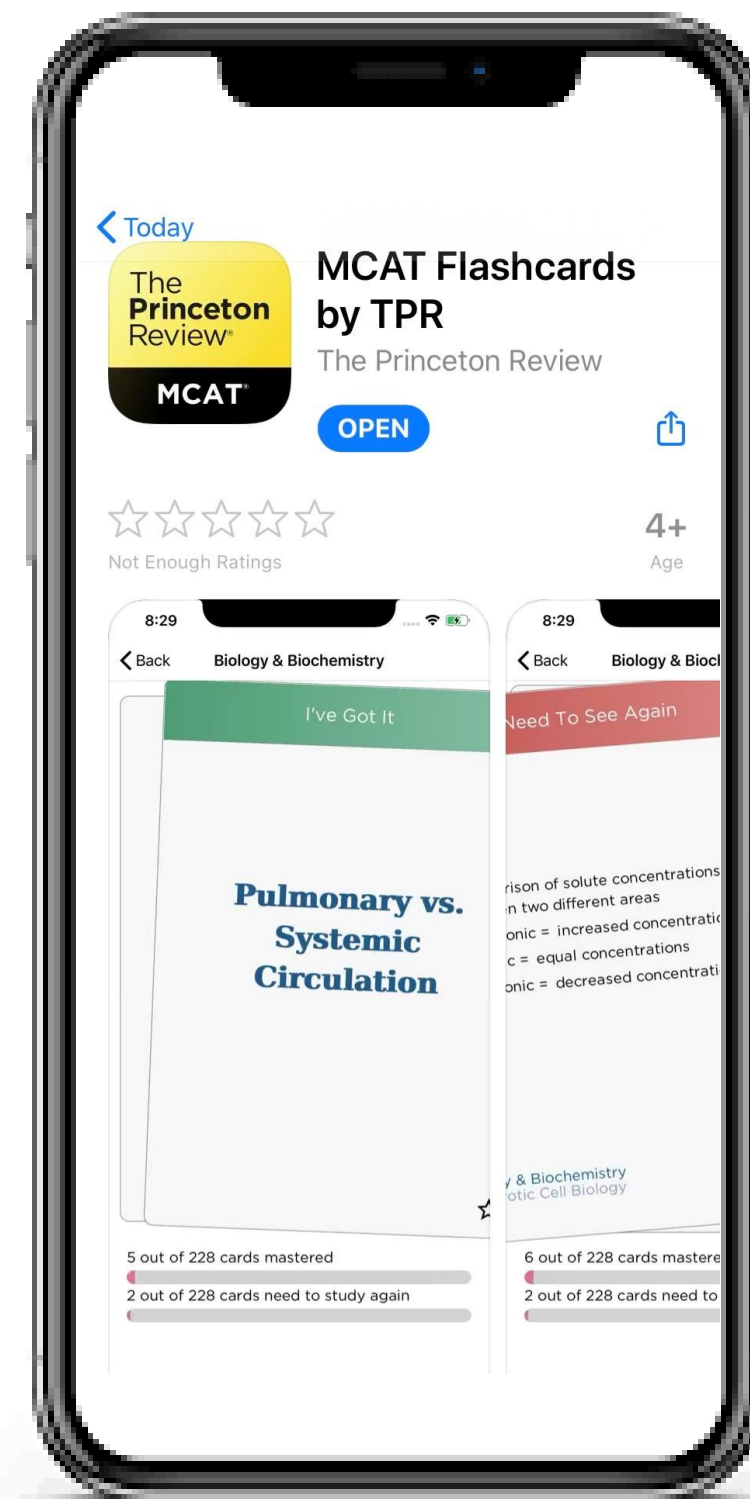
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Jasmine Tavakoli

Grad Programs

Outreach Specialist

Orange County & Inland Empire

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