

# PRE-HEALTH RESUME GUIDE



A focused, inclusive resume is a great way to launch your career in health care! A health-focused resume is designed to highlight your relevant experiences, skills, and academic background in health, science, and related areas. Your health-focused resume may look a little different than a more general resume.

Follow these steps to get started with writing your resume.

## 1. To create your health-focused resume, first make a list of your experiences in all of the following areas:

- ✓ Your academic background and experience, including your major and your concentration or minor (if relevant), plus your relevant health-focused coursework and class projects you've completed
- ✓ Research experience (such as on-campus research and summer research programs)
- ✓ Shadowing (at hospitals, medical offices, or elsewhere)
- ✓ Volunteering (in Chicago, in the US, or overseas)
- ✓ Student organizations (especially if you are/were in a leadership position!)
- ✓ Other jobs, internships, or extracurricular activities
- ✓ Certifications (like CPR or first aid)
- ✓ Technical health skills (like blood pressure reading)
- ✓ Language skills

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### EDUCATION

B.S., Health Sciences | DePaul University Graduating June 2021  
Biosciences concentration | 3.6 GPA  
Pathways Honors Program | Dean's List

### CLINICAL & PUBLIC HEALTH EXPERIENCE

Research Assistant | DePaul University, Psychology Department Jan. 2020 - Present

- Collaborate with and support a Chicagoland community of Rohingya refugees
- Conduct literature reviews and transcribe oral interviews

Cardiac Rehab Clinical Volunteer | Advocate Illinois Masonic Medical Center Nov. 2019 - Present

- Support patients' treatment by conducting blood pressure monitoring, applying heart monitors, and cleaning equipment
- Engage with and support patients as they complete their recurring treatments, including answering patients' questions, providing companionship, and boosting morale

Pediatric Cardiology Shadow | Ann & Robert H. Lurie Children's Hospital of Chicago Sept. 2019

- Shadowed Dr. Anderson for 40 hours
- Observed Dr. Anderson's interactions with patients during examinations and gained insight into the necessity of empathetic communication with patients and their families during the explanation of diagnoses

Yeast Lab Experimentation | DePaul University, Biology Department Mar. 2019

- Studied genetic variation and inheritance patterns in budding yeast for BIO 260 Genetics course
- Developed laboratory skills such as hemocytometer use, dilution preparation, irradiation, and replica plating to collect data, and presented findings in a written lab report

Hospital Wayfinder | Northwestern Medicine Jan. 2018 - Dec. 2018

- Helped patients and families navigate the hospital lobby, inpatient rooms, and emergency room, improving visitors' hospital experience

Health Volunteer | Global Brigades, Honduras Dec. 2017

- Collaborated with volunteers from around the world to implement in-home infrastructure improvements and support illness prevention, including installing clean-burning stoves and latrines for community members
- Assisted medical professionals at a pro-bono clinic with taking patients' vitals and medical histories

### ADDITIONAL EXPERIENCE

Produce Clerk | Jewel-Osco Sept. 2019 - Present

- Trim, wash, and crisp produce and create organized and aesthetically pleasing produce displays to highlight products and create a positive experience for customers
- Provide customers with product recommendations, ensuring high customer satisfaction
- Clean and sanitize food preparation areas, tools, and equipment, ensuring compliance with all food safety and sanitation requirements

### SKILLS

**Language:** Bilingual in Spanish  
**Clinical:** Blood pressure reading, heart monitor lead application, patient transport  
**Lab:** Data analysis, autoclaving, microscopy, gram staining, serological testing, hemocytometer use, dilution preparation, irradiation, replica plating

### TECHNOLOGY

Microsoft Office (Excel, Word, PowerPoint, Outlook, Teams), Google Suite (Sheets, Docs, Slides, Forms), SPSS, Zoom, Asana

### CERTIFICATIONS

CPR and First Aid Certified  
American Red Cross  
Expires Apr. 2021



## 2. Next, organize your experience into meaningful sections.

### Education

- The education section should include your degree and major(s) (e.g., BS, Health Sciences), institution (e.g., DePaul University), concentration and minor(s), if relevant, GPA (if higher than 3.0), and expected graduation date. Health- and science-focused coursework, scholarships, and academic recognitions and awards (e.g., Dean's List) can also be included.

### Experience

- This section should include experiences, roles, or activities that have provided you with relevant professional development.
- Include internships, research experience, shadowing, volunteering, and clinical experience.
- Include health- or science-related student organization work. Be sure to highlight any leadership positions you currently hold or have held!



*Get creative with your experience section headers! Highlight more relevant experiences, such as clinical or volunteer roles, by listing them first under a descriptive section header, such as "Clinical & Public Health Experience."*

- Other additional jobs or experiences you've had that may not be health-specific can be listed as "Additional Experience." (See the sample resume on the other side of this handout for a great example!)
  - Though a job such as "Produce Clerk" at a grocery store may not be in health care, it demonstrates valuable experience in areas such as customer service, compliance, sanitization, and safety - all of which are transferable skills that are critical for a career in health care.
  - Make connections! Interested in becoming a PA at a children's hospital or a pediatrician? Include your experience as a babysitter or nanny - these jobs also involve caring for children in 1:1 or small group settings.
  - For more info on transferable skills, please see our Career Library resource Build Relevant Experience in Any Job.

### Skills

- Include "hard" skills that are concrete and measurable, like clinical techniques (heart monitor lead application) or lab skills (microscopy, serological testing). Highlight skills you learned from classes, research, or other experiences.
- Including any languages you speak. If you are bilingual or fluent in other languages, indicate this too!

### Technology

- Include health- and science-related programs and tools, as well as basic technology skills, remote work tools (e.g., Zoom), and project management software.

## 3. Finally, review your resume with the Career Center - we're here to help!