

HIREJWU

powered by *Handshake*

COLLEGE OF HEALTH & WELLNESS

MAJORS:

Dietetics & Applied Nutrition (B.S.)

Exercise and Sports Science (B.S.)

Health Science (B.S.)

Public Health (B.S.)



**Experiential Education
& Career Services**
The Yena Center | 401-598-1070

HIREJWU
powered by *Handshake*

JWULINK
Groups > Providence Ex Ed & Career Services
 Follow us on LinkedIn
[JWU Providence ExEd & Career Services](#)

HIREJWU

powered by *Handshake*

COLLEGE OF HEALTH & WELLNESS

Resume Examples

Brought to by: Experiential Education & Career Services

The following samples are examples of real JWU student resumes that will familiarize you with the many different resume formats and styles.

Our goal is to get you started and provide ideas on how to strengthen your resume. We are providing samples here. It is important that you make **your resume your own**. The key to getting an interview is to target your resume when applying for a job or internship. You must get the employer's attention within **6 – 7** seconds by outlining what YOU can DO for THEM.

Review the section on Applicant Tracking System (ATS) found in the Undergraduate Resume Guidebook at: link.jwu.edu>jobs & internships>build your resume, to ensure your resume follows ATS rules for posting your resume to online job sites.

No matter what your major, be sure to scan through all of the resume examples, as you are sure to find ideas in each of them to use in your own, unique resume.

Note: These resumes are samples. If your major is not represented in the samples, please work with an EE&CS Advisor to assist you.

RESUME TIPS:

Most Common Resume mistakes:

1. **Misspelling JWU:**
 - Johnson and Whales University = Johnson & Wales University
2. **Incorrectly stating your degree:**
 - a. Bachelors in = Bachelor of Science;
 - b. Associates of = Associate in Science;
3. **Using “ I “ in your job bullet statements: Start with action verb and be sure your action verb agrees with job status – present tense for current job, past tense for past job**
 - a. I created report = Created report for...
 - b. I schedule events = Schedule events to...
4. **Listing jobs in the incorrect order:**
 - a. Most recent Jobs are listed first
5. **Resume must fit on one page**
6. **Font sizes:**
 - a. **Your Name: font size: 18 – 26**
 - b. **Resume content: font size: 11 – 12**



Your Name

(555)555-5555 ▪ youreemail_address@gmail.com ▪ www.linkedin.com/in/fnameIname

QUALIFICATIONS

- Advanced nutrition skills; ability to measure and interpret body composition data as well as understand medical terminology and nutrient requirements across lifespan
- Varied food management and preparation skills; knowledge of food and nutrition, food regulations and policies, experience in food preparation, food safety and sanitation
- Excellent understanding and practice in recipe modification as well as nutrient composition
- ServSafe Certified: mm/yyyy

WORK EXPERIENCE

Culinary Nutrition Internship

City, ST

Rhode Island Health Department - Initiative for a Healthy Weight (IHW)

mm/yyyy – mm/yyyy

- Provided assistance with the statewide restaurant initiative and task force including preparing needed teaching materials and developing healthy recipes
- Attended meetings, participated in program activities, conducted culinary and nutrition education workshops and completed general office duties
- Gained a working knowledge of obesity epidemic and its impact on Rhode Islanders

Research Assistant - Celiac Study

City, ST

Hasbro Children's Hospital/Coro Center West

mm/yyyy – mm/yyyy

- Contacted through phone and email 25 local support groups, 9 food companies and 22 potential candidates and their families to provide information about the hospital's programs
- Transcribed 10 voice recorded interviews about participants with celiac disease
- Entered data from 100 questionnaires on children and their family members into Windows SPSS
- Researched daily food products, restaurants and store locations that were gluten-free for participants with celiac disease

Pediatric Nutrition Volunteer

City, ST

Hasbro Children's Hospital

mm/yyyy – mm/yyyy

- Created and distributed 5,000 informational handouts for patients and doctors in the Pediatric Gastrointestinal Clinic and Cystic Fibrosis Clinic
- Conducted presentations on healthy eating, energy balanced snacks and the importance of physical activity at Bishop McVinney and Cumberland Middle Schools
- Performed up to 50 cooking demos for the Irritable Bowel Disease support group focused on children with Crohn's Disease and Ulcerative Colitis

EDUCATION

Johnson & Wales University

City, ST

Bachelor of Science, Dietetics & Applied Nutrition

Candidate, mm/yyyy

AWARDS/CLUBS/VOLUNTEER EXPERIENCE

- Johnson & Wales University, Dean's List Award recipient mm/yyyy – Present
- Silver Key Honor Society mm/yyyy – Present
- Johnson & Wales University Culinary Nutrition Society Club Member mm/yyyy – Present
- Goodwill Thanksgiving Dinner, Volunteer mm/yyyy – mm/yyyy

Your Name

555-555-5555

youremailaddress@wildcats.jwu.edu | City, ST | www.linkedin.com/in/fnameiname

Skills:

- Food Safety Management
- CBORD System
- Customer Service
- EPIC Documentation System

Experience

Call Center Representative mm/yyyy – Current

Rhode Island Hospital | City, ST

- Answer patient /customer calls professionally and respond to their inquiries and complaints
- Place and schedule patients' meals based on scheduling guidelines and medical / dietary appropriateness
- Answer question about the parameters of patient diets and consult with Registered Dietitians, Nurses, Doctors, Hospital Floor Staff and Kitchen staff

Associate mm/yyyy – mm/yyyy

Pie Five Pizza Co. | Flower Mound, TX

- Upheld food safety standards at all times
- Maximized team performance by training new employees on proper food handling, guest expectations and restaurant protocols
- Operated POS terminals to input orders, split bills and calculate totals

Education

Johnson & Wales University | City, ST

Bachelor of Science: **Dietetics & Applied Nutrition**

Candidate: mm/yyyy

GPA: **3.89** | Dean's List Honoree

Completed coursework: Medical Nutrition Therapy, Applied Culinary Nutrition, Nutrition Assessment, Operational Management in Healthcare and Therapeutic and Vegetarian Cuisine

Certifications

- QPR Suicide Prevention Gatekeeper Certification yyyy
- Food Safety Management Certification mm/yyyy

Your Name

555-555-5555 | youremailaddress@wildcats.jwu.edu | City, ST | www.linkedin.com/in/fnameiname

HIGHLIGHTS OF QUALIFICATIONS:

- Strong Interpersonal and communication skills
- Dependable and committed
- Certification: CPR Pro for the Professional, First Aid, BLS

EDUCATION:

Johnson & Wales University

Bachelor of Science, **Health Science**

GPA: 3.9, Dean's List

City, ST

Degree, mm/yyyy

Rhode Island College

Bachelor of Arts, **Psychology**

Minor, **Behavioral Neuroscience**

City, ST

Degree, mm/yyyy

WORK EXPERIENCE:

Intake Coordinator, Patient Assessment Services

Butler Hospital

mm/yyyy – Present

City, ST

- Works in collaboration with clinical staff to provide an efficient admission experience that focuses on compassionate treatment of patients and families seeking hospital services
- Adheres to Butler Hospital Service Standards
- Completes all intake/disposition/admission procedures

Mental Health Specialist

Fuller Hospital

mm/yyyy – mm/yyyy

City, ST

- Provided appropriate care to patients of all ages
- Knowledge of the principles of growth and development over the life span
- Carefully followed unit/area/department policies and procedures to provide specific care

Milieu Therapist

Our Lady of Fatima Hospital

mm/yyyy – mm/yyyy

City, ST

- Developed, coordinated, and implemented structured and unstructured milieu treatment interventions
- Led structured and unstructured therapeutic groups, including role of co-therapist in identified groups
- Participated as an active member of the health care team in the collaboration of care

RESEARCH EXPERIENCE:

- Presented research at Rhode Island College; Research Conference and at William James College; NEPA Conference; yyyy
- Cleaned data and conducted analysis and report written
- Worked with SPSS and Excel

Your Name

(555)555-5555 ~ youremailaddress@wildcats.jwu.edu ~ www.linkedin.com/in/fnameIname

QUALIFICATIONS

- 3 years of experience in both In-home healthcare and rehabilitative nursing home environments
• Certified Nursing Assistant License: CNA:12345: EnVaNa Healthcare Training center (2020)
• Adult and Pediatric First Aid/CPR/AED certified (1/16/24)
• Privacy / HIPAA Regulations
• Hospice and palliative care

EDUCATION

Johnson & Wales University City, ST
Bachelor of Science; Public Health Candidate, mm/yyyy
• GPA: 3.95, Dean's List
• SHARP (accelerated degree program)
• Related Coursework: Epidemiology, Introduction to Health Professions, Data and Evidence in Health: Research Capstone, Determinants of Health, Biochemistry, Cooking for Health and Wellness

EXPERIENCE

Brightstar Care City, ST
Certified Nursing Assistant mm/yyyy - Current
• Provide basic Nursing Assistant Skills: grooming, showers, personal hygiene as well as assistance with eating, lifts/turns and other daily activities to support overall patient comfort
• Recognize and report abnormalities and/or changes in patients' health status to Registered Nurse
• Maintain patient safety by reporting unsafe condition/situations to Registered Nurse
• Document residents' records on daily patient care flowsheet clinical data records
• Maintain infection control by adhering to proper CDC guidelines
• Regularly measure patient vital signs including temperature, blood pressure, heart rate, and blood sugar
• Communicate all pertinent patient observations to the Registered Nurse

Ora Clinical Research City, ST
Clinical Research Coordinator mm/yyyy - mm/yyyy
• Coordinate, execute and oversee clinical operations throughout the duration of various coinciding clinical trials across multiple research sites
• Ensure strict adherence to study protocols and proper performance of study procedures while maintaining effective communication and information exchange with the Principal Investigator, Project Managers, CRAs, CRO and the IRB

VOLUNTEER ORGANIZATIONS & CERTIFICATIONS

- African Alliance Rhode Island Health, volunteer, Summit: City, ST yyyy
• Youth Leader: Dallas New Life SDA Church, volunteer, Richardson, Texas yyyy
• Feeding the Homeless and Inmates, volunteer, Dallas, Texas yyyy
• QPR Suicide Prevention Gatekeeper Certification yyyy