

Sample Dietetics Resume Format

0.75”-1” even margin on all sides **Name** (for name and all major categories use
(you can also use a temporary and Address font size 14 bold for everything else
permanent address) Telephone use font size 12 regular)
E-mail (make sure it is conservative)

***Double Space between each major category**

Objective (optional)- States the position you are looking for. It must be job specific.

OR

Profile (optional)- Powerful statement that sums up your education and related experiences. It must be concise and specific to your chosen field.

*Also, you may choose to leave off the objective or profile, and target each cover letter to the position opening. You can also include an objective and a profile that relates to the position you are applying for.

Education

List Degree Program, College, Location, Graduation month and year, GPA (is optional if it is 3.0 or higher). If you have additional degrees, double-space and list with the same format.

Thesis or Research Project can go under degree or keep as a separate heading. List title of thesis or research project. Single spaced and font size 12 bold.

Honors/Scholarships (optional)

(Double Space between each major category and the category's text)

List the honor and year you received it. Lead with the most recent first.

Languages Bold 14 Font (optional)

You may include first, before your supervised practice, if it's applicable to your job target.
e.g. Fluent in Spanish

*Highlight fieldwork descriptions that are related to your job target. You can use bulleted statements to describe your additional clinical experience and prioritize these descriptions focusing on patient population, and clinical and transferable skills.

Supervised Practice (Bold 14 Font)

Fieldwork II Clinical Dietetics/ Community Nutrition (Bold 12 Font) Single space for all supervised practice experience. Prioritize descriptions and focus on patient population, clinical skills and transferable skills.

Critical Care (Bold 12 Font)

Name of site, Location, Dates

- Prepared and implemented individualized dietary care plans based on nutritional needs, dietary restrictions, and other health factors for patients with diabetes, heart, and respiratory conditions.
- Consulted with physicians and healthcare personnel to determine nutritional needs.

Acute Care (Bold 12 Font)

Name of site, Location, Dates

-
-
-

Name

Pg. #

Community (Bold 12 Font)

Name of site,

Location,

Dates

-
-
-

Specialty Rotation (Bold 12 Font)

Name of site,

Location,

Dates

-
-
-

Fieldwork I (Bold 12 Font)

Pediatric Nutrition (Bold 12 Font)

Name of site,

Location,

Dates

-
-
-

Long term Care (Bold 12 Font)

Name of site,

Location,

Dates

-
-
-

Food Service Management (Bold 12 Font)

Name of site,

Location,

Dates

-
-
-

*See **Related Experience** or **Community Involvement** sections and include here if it's applicable to your job target.

Work Experience

Include part-time and full-time positions not directly related to your major/job target

➤ **Please note that the suggested length is no longer than 2 pages for a resume. There are a few exceptions to this rule, however, they do exist. This sample resume, has more information than 2 pages in order to give a better overview of possible categories and descriptions.**

OPTIONAL CATEGORIES

***Select the ORDER you believe is most important**

***Double space between major categories**

Professional Experience

***Related Experience** (paid or unpaid)

Relevant to your major.

Leadership Experience (paid or unpaid)

Certifications

Include all relevant certifications Name (eg. First Aid, OSHA) Year(s) (eg. 1999-present)

Campus Involvement

List the name of the club or activity and the year(s) you were participating.

***Community Involvement**

Volunteer, organization and the year(s) you volunteered. Unpaid experience is as valuable as paid, and this section can be used at work or related experience if it shows you have hands-on experience

International Experience

Languages

List the name of the language(s)

Computer Skills

List programs, _____ , _____

Professional Development

e.g. workshops, seminars, in-service presentations.

Professional Affiliations

List membership and include year(s)

Special Interests

Related to your career field.

References available upon request (optional)