BU Henry M. Goldman School of Dental Medicine

Resume Writing Guide

Office of Student Affairs
Career Resources
100 E. Newton Street, G-305
Boston, MA 02118
T: 617-638-4790
sdmosa@bu.edu

RESUME WRITING GUIDELINES

To compete in today's market, it is important that you know how to effectively present your skills, experience, knowledge, and background in a manner that will interest potential employers. Many well-qualified people are often not selected for job interviews because of poor resumes.

A resume is an individually designed summary (usually one or two pages) of your personal, educational, and experiential qualifications as they relate to the type of employment you are seeking. It should be an honest, concise, well-organized presentation of YOU - your interests, skills, abilities, and accomplishments. **Remember: Resumes and CV's are designed to assist in getting the interview, not the job.**

Points to Consider

In the initial screening process, your resume may get as little as 15-30 seconds consideration. An effective resume should **attract attention, stimulate interest, create desire, and generate action.** How your resume or CV looks is a reflection on you as a potential employee. A resume with mistakes, typos and inconsistent use of fonts says that you have poor attention to detail, a weakness that is not tolerated in any workplace. Therefore, it's best to stick to the following rules:

Be relevant

Select information that enhances your qualifications in the mind of the reader.

Be brief

Your resume should be as complete as possible without being redundant or irrelevant. **Note:** Be sure that essential information can be scanned.

Be consistent in layout and written style

Stylistic techniques (e.g., underlining, asterisks, indenting) can be used effectively. If you choose to boldface a job title, to be consistent you must boldface all job titles. Be aware that information presented on the first page, at the beginning of a section, in the left hand margin, or in a column, gets extra attention. For example, dates in the left hand margin are emphasized. If your job chronology is not something you want to highlight, place the dates in a less conspicuous place.

To emphasize your skills, use action verb phrases (e.g., "organized a promotional campaign" or "developed and taught in-service courses"). Avoid first person pronouns (e.g., "I", "me", "my") and phrases such as "duties included..." and "responsible for...". Current position should be written in present tense; previous positions in past tense of verb.

Be conscious of image

Remember that your resume and cover letter are often your first contacts with a prospective employer. Resumes should be visually appealing and should not contain typographical or grammatical errors. They should be laser printed on bond paper. Dot matrix or draft quality is **not** acceptable. (Use paper that is at least 24 lbs. or 25% rag content. Ask your stationer.) Your paper should be white or off-white towards tan or gray.

Content / Format

Format

Choice of format depends on personal preference, career goals, and nature of past experience. There are two main formats and many variations.

Chronological

This is the most commonly used format for the dental profession and therefore the most familiar to employers. It is a categorical listing of information presented in reverse order of occurrence with the most recent first. A good format for demonstrating a steady employment/education history relevant to your career objective.

Functional

An approach that emphasizes capabilities, skill levels, and accomplishments rather than job titles or time spent at various jobs. This format is effective if you have limited work experience and want to highlight marketable skills, are changing fields, reentering after an absence from the job market, or seeing a different emphasis in your career.

Content

The headings below are often included in a traditional resume. The Curriculum Vitae(CV) is more comprehensive, with such headings included as academic appointments, hospital appointments, research, presentations and publications. Your educational, professional and work experiences should be considered when deciding which headings will be most appropriate for you. The headings may be sequenced to reflect your strengths in the most positive way.

Computer Friendly Resume Tips

Keep it Simple!

- Use popular, nondecorative typefaces.
- Use font size of 10 to 14 points.
- Do not switch back and forth between typefaces and fonts.
- Use light-colored (white is best), standard size (8 1/2" x 11") paper.
- Avoid italic text, script, and underlined passages. Capitalized words and boldface are okay.
- Avoid graphics and shading. Don't compress spaces between letters.
- Aviod horizontal and vertical lines - they confuse the computer.
- Avoid staples and folds. If you must fold your resume, do not fold on a line of text.
- Your name should be the first readable item on each page.

Resume Proofing Guidelines

- Are general headings such as education, experience consistently presented and emphasized by capitalizing, spacing, or bold-facing?
- If the resume is a chronological one, are the items in reverse chronological order with the most recent first?
- Does the resume have an overall neat, readable appearance? Is it easy to scan? Is there sufficient but not excessive white space?

Content

- Is the information presented relevant, specific, and concise? Is it quantitative where appropriate?
- Are accomplishments and career-specific and transferable skills emphasized?
- Are your name, address (es), and telephone number(s) at the top of the first page? If there are additional pages, is your name on the top left corner along with a page number (ex. 2of 3)?
- Is extraneous material eliminated? Extraneous information includes health, marital status, age, information that is assumed (such as high school for a college graduate), and out-of-date information (such as college extracurricular activities for a person who graduated many years ago).

Style

- Do phrases begin with action verbs?
- Is your writing style consistent throughout the resume?
- Are grammar, punctuation, and spelling all correct?
- Are sentences and paragraphs of a readable length?
- Have extraneous phrases, such as "responsible for" been eliminated?
- Have you checked to make sure there are no typographical errors?
- Are there any words that have been crossed out or have you used white out?

Final Check

Test market your resume by asking someone you know for feedback on the impression it gives of you and for suggestions on improving it. Make necessary changes, proofread and have it printed.

Printing a Hard Copy

Your resume should be word-processed on high quality paper and of laser or letter quality print. It is important that you use a letter-quality printer. Use colors such as white, ivory, gray, creme, beige, or off-white.

Resume Formatting

First Name, Middle Initial, Last Name
Address, City, State, Zip Code
Home Phone, Business Phone
E-mail Address
Fax Number

Education	**Required information :** Name of institution, city/state, degree, major, and year the degree was (will be) received. List graduate and undergraduate schools only.
	Optional information : Schools attended overseas; G.P.A. (outstanding)
Professional Experience	**Required information:** Job title, name of organization, city/state, dates of employment, and description of accomplishments and responsibilities. (See suggested list of action verbs). Use short descriptive phrases beginning with ACTION verbs to highlight your skills and accomplishments. Include volunteer work, internships, student teaching, research projects, summer and part-time jobs, or other work experiences related to your field.
Professional Memberships	Professional and community affiliations, clubs/organizations, and student groups. Include name of organization, dates of membership, and offices held, if any.
Additional Experience	**Note:** Include other jobs that do not relate to your field of interest to show that you have had exposure to other work environments and relevant transferable skills.
Honors/Awards	Academic scholarships, grants, and Dean's list (may also be included under Education).
Special Skills	Computer languages, software, hardware, operating systems if appropriate.
Languages	Foreign languages with a statement as to your level of mastery (e.g. conversant, proficient, fluent). If bilingual, state it.
Interests or Hobbies	**Optional:** Special interests or activities, in which you have special recognition (awards, medals).
	Note: Including political affiliations may have the potential to be viewed in a negative way.
References (Optional)	Do not list names of your references. The statement "References Available upon Request" is not necessary. However, it can be used to fill up space on the resume and serve as a way of signaling "The End."

Resume Sample I - Dental Student

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Stanley Josephs
150 South Street
Lexington, MA 02173
Home Phone: (xxx) xxx-xxxx   Business Phone: (xxx) xxx-xxxx
E-mail: sjosephs@example.com

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Education	Boston University Goldman School of Dental Medicine, Boston, MA **Doctor of Dental Medicine,** May 2000 University of California at San Diego, San Diego, CA **Bachelor of Science in Biochemistry and Cell Biology,** June 1995 **Minors in Chinese Studies and Health Sciences**
Professional Experience	Boston Community Health Center, Boston, MA **Dental Intern,** 1996-1998 Responsibilities included providing dental assistance, fabricating routine lab work, and operating the radiology department. Partners Pharmaceuticals, San Diego, CA **Research Assistant,** 1993-1994 Provided research support for the Office of Information Systems.
Professional Memberships	Asian American Dental Student Association (AADSA), 1997-present **President,** 1997-1998 American Student Dental Association (ASDA), 1996-present Massachusetts Dental Society (MDS), 1996-present
Continuing Education	"How to Avoid Lawsuits in Dentistry", GBCDA, Boston, MA, March 1999 "Posterior Composites Today", GBCDA, Boston, MA, July 1998 "Lasers in Oral and Maxillofacial Surgery", GBCDA, Boston, MA, November 1997
Professional Meetings	Yankee Dental Congress, Boston, MA, 1997-present
Research	"Genetic Variability of *Eikenella Corrodens* in Juvenile Periodontitis", Dr. Floss New York University College of Dentistry, New York, NY, 1995-1996 **Research Assistant**
Community Service	Special Olympics Dental Screening Volunteer, June 1997
Special Skills Languages	General knowledge of Microsoft Word, Excel and Powerpoint Fluent in Chinese

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Reference Available Upon Request

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Kisha Baron
10 Mandalay Road
Milton, MA 02459
Home Phone:(xxx) xxx-xxxx   Cell Phone: (xxx) xxx-xxxx
E-mail: kbaron@example.com

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Education	Boston University School of Dental Medicine, Boston, MA **Doctor of Dental Medicine,** May 2000
	University of Rhode Island, Kingston, RI **Bachelor of Science in Education,** June 1987
	Forsyth School for Dental Hygienists, Boston, MA **Certificate in Dental Hygiene,** May 1985
	Northeastern University, Boston, MA **Associate in Science,** May 1985
Licensure	General Dentist, Commonweath of Massachusetts, 2000 License #123456
	Registered Dental Hygienist, Commonwealth of Massachusetts, 1985-present License #56789
Professional Experience	Associate Dentist, Dr. C.V. Black, Boston, MA July 2000-present
	Dental Hygienist, October 1987-July 1996 J.A. Smith, D.M.D., Cambridge, MA
Honors/Awards	University of Rhode Island Womens Guild Alumni Scholarship Recipient, March, 1998
	University of Rhode Island Dean's List, 1986-1987
Continuing Education	"Use of Rotary Instruments", Hutter, Jeffrey, 2003 Yankee Dental Congress, Boston, MA
	"Posterior Composites", McManama, John, 2002 Yankee Dental Congress, Boston, MA
	"Dental Ethics and Law", Frankl and Kranz, 1999 Boston University School of Dental Medicine, Boston, MA
	"Instrument Sharpening", B. Smith, 1998 Forsyth School for Dental Hygienists, Boston, MA

"Practice Administration", M.Cash, 1997
Harvard School of Medicine

Professional
Memberships
American Dental Association, 2000-present
Massachusetts Dental Society, 2000-present
Massachusetts Dental Hygienist Association, 1997-2000
AADS Member, 1998-present

Professional
Meetings
Yankee Dental Congress, 1986-present
Boston, MA

References Available upon Request