



BUILDING A STRATEGIC RESUME

careers.nutrition.tufts.edu



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Hello & Welcome

LET'S BUILD YOUR STRATEGIC RESUME

Your resume is above all else a marketing piece.

What you are marketing is YOURSELF – your specific skills, focus and credentials to demonstrate your proven ability to execute a specific role.

Just like with cover letters, the most effective resumes are tailored to an actual job description. In most cases, this will mean customizing your content toward a specific job and employer.

Remember that an employer might only spend 8-10 seconds scanning your resume, so it is essential that your resume clearly and easily communicates the value you can deliver.

A cup of coffee with a leaf and a keyboard in the background.

Before You Start

It is impossible to market a product that you know nothing about.

Before you begin writing or revising your resume, take a few moments to consider the 2-3 key skills or qualifications you want to make sure stand out on your resume so your reader won't miss them.

You can always fine-tune this as your focus develops, but consider which narrative you want running through your resume.

- **Can a reader tell what you want to do by looking at your resume or do they have to work to figure it out?**
- **What 'story' does your resume tell in a 10-second glance?**

If it's not obvious or you're not even sure what this is, take some time to think about your messaging. Instead of your resume demonstrating where you used to be, see if you can create a resume that demonstrates where you're headed.

Sometimes past work experience flows directly into where you want to be in the future, but often, it is necessary to gain clarity on where you want to go and design a resume that emphasizes the parts of your experience that relate to that goal.



good design is essential.

The importance of designing a resume that offers lots of info but can be quickly scanned and digested can't be overstated. Doing this well is time consuming, but worth the effort!

Here are a few tips to get you started:

Protect your white space and avoid unnecessary text.

With clear & consistent section headings and bullet points with phrases (no complete sentences), you'll better direct a reader's eye to your most relevant qualifications.

Use consistent sizing.

Typically, margins should be ½" or 1" on all sides and font sizes should be between 10 pt and 14 pt. Choose a standard and easy to read font such as Arial, Times or Calibri.

Be selective about what you put in bold, italics, or ALL CAPS.

In general, we do not recommend underlining as many studies have shown that underlined text is more difficult to read.

Spell check. Edit. Review. Repeat. Again, and again.

Do not be that person with typos on your resume!

Protect the layout you so carefully designed.

Only email or upload resumes & cover letters as PDFs. Be sure your document properly translated to PDF before you share it.

You can have the best qualifications in the world, but if your resume is busy, cluttered and hard to digest, most employers will move on to the next resume.



RESUME WRITING STYLE

Effective resumes use a telegraphic style of writing.

Broadly defined, telegraphic writing (originating with the age of the telegraph) is a clipped form of composing a message that allows you to say as much as possible with the fewest possible number of words.

- • • A telegraphic writing style eliminates the use of complete sentences, pronouns (I, me, my, our, etc.) and filler words (a, an, the, etc.) whenever possible.

Begin statements with strong active verbs and avoid passive writing. This is key to a concise, skimmable and impactful resume. Your goal is to pack as much info as possible into the smallest number of words, while not sacrificing clear meaning.

Traditional Style

I planned and organized the annual Nutrition Policy Conference for over 200 participants covering many relevant issues related to our work related to food access and food security.

Telegraphic Style

Organized annual Nutrition Policy Conference, a 200+ participant conference covering relevant policy issues related to food access and security.



RESUME VS. CV

In the United States, there is a significant difference between a resume and a CV.

In an international context, the word CV often means the same thing as a resume in the US.

For our purposes here at the Friedman School, we will be focused on US job searching norms, and in the US, we typically do not use these two words interchangeably.

A Resume ...

is a shorter document that gives a brief overview of your background, skills and experiences. The term resume is a French word that means “to sum up” – and that’s what you use a resume for – to sum up your job-related qualifications.

A CV (or Curriculum Vitae) ...

on the other hand is a record of your academic and professional achievements. Latin for “course of life,” a CV is a longer document that goes into much more detail and is typically used for academic or research-oriented positions, or for positions with multilateral organizations such as the World Bank and United Nations.



Know Your Audience!

It is extremely important that you research the industry, sector, and country that you are targeting, as there can be significant differences across sectors and geography. Informational interviews with people working in the areas you would love to be in will be your best source of information for the type of resume and cover letter that is perfect for your field.



RESUME LENGTH

How long should my resume be?

Ultimately, this is an individual decision determined by your years of experience, your targeted industry, and preferred geographic location. Know what you're targeting and research the norms for your chosen area.

Regardless, we recommend that you create a professional, crisp 1-page resume that highlights your key skills and achievements that relate to the area you are pursuing.

Even if you are applying to organizations that require longer, CV-like documents, having a 1-page version that you can easily share with faculty, alumni or employers for the purposes of networking will be very helpful.

If you have more than 5 or 6 years of professional experience, you can consider having a 2-page resume if your content is substantive and related to the position to which you are applying.

RESUME STYLE OPTIONS



1. Chronological

This style is the one most frequently used and the style recommended by the Block Career Services Center.

List your experience in reverse order, from most recent to least recent. The advantage of this style is it places information where your reader is most expecting to find it, giving your resume a more intuitive design.

2. Functional

In this style, your experience is organized by skill sets and serves to highlight relevant transferable skills. Keep in mind, however, that this style makes it more difficult for employers to grasp your overall work progression and generally employers don't like it.



3. Hybrid or Combination

Combines elements from both styles, often by describing competencies or skill sets within the context of your work history. If you are re-entering the workforce after some time away or pivoting to an entirely different career field, this style may help you to better present your qualifications.

Similar to a purely functional style, however, combining styles carries the risk of being confusing. Be sure to check in with a career coach if you opt for this style. Ultimately, your resume is YOURS. While we recommend best practices for all aspects of career development, including resume, we encourage you to decide for yourself the style that is most effective for reaching your career goals.



RESUME SECTIONS

Header

The largest font size on your resume will be for your name, which should be front and center. Below your name will be your contact information, starting with your email, as this usually has your name in it. Next will be your phone (generally a cell number). Review your voicemail greeting to ensure it is professional and positively represents you.

Physical Address

It is becoming increasingly common for professionals to remove this information, either out of privacy, identity theft or safety concerns or simply because this is not how an employer will reach out to you. If you are searching for a position in your current location and want employers to know you're a local candidate, you could include your city and state.

Personalized URLs

Finally, consider adding a personalized URL link for any online profiles or personal websites. With the growth of social media, blogs and personal webpages, it is becoming common to see these links on resumes. It's a great way to showcase publications, accomplishments, or examples of your work, and to demonstrate yourself as someone who is connected to the people or organizations that are central to your field. If you decide to include this, make sure that you have an updated, professional and active online presence.

Sample Resume Header

Alysha Bedig

alysha.bedig@tufts.edu | 617-123-4567 | Boston, MA | linkedin.com/in/abedig



RESUME SECTIONS

Summary Statements

This is an optional section, but if it's not obvious from your resume what you want to do, or if you are a mid-career professional, a summary of your qualifications enables you to point your reader in the direction of how you want to be seen. It is also a quick and concise way to communicate what problems you can solve (the primary question a recruiter is asking).

A summary statement is a few short lines or bullet points at the top of your resume, and they ensure that, at a glance, your reader has a clear understanding of your key strengths, accomplishments or areas of expertise. These should be the most compelling reasons why someone should hire you over other candidates.

When applying for a job, tailor this to align with the specific job description, even including key words from that description. Industry research tells us that most hiring managers spend only seconds reviewing a resume before they make up their minds to call a candidate, so if you decide to include a summary, keep it brief and to the point.

You should not use any first-person pronouns in your summary statement. This is not where you describe what you want or need out of a job; this is where you define the value you bring to an organization. For those making a career pivot, a summary statement is an effective way to identify your transferable skills and point employers to the career story you want your experience to tell and how it connects with the opportunity you are pursuing. This is also where you can add citizenship details if you know that is important to the employers you're targeting.

Typically, a good summary starts with a job or professional title that communicates your professional identity. Ideally start with something that will catch the reader's eye and help them see how you fit with the position to which you're applying. Next, add in the traits that most qualify you for this position.

Sample Summary Statements

Professional Summary

Multi-lingual nutrition sciences professional with experience supporting agricultural development and nutrition education programs in developing countries. Strong experience developing and leading science-based trainings. Possess strong technical and financial skills demonstrated through designing an economic assessment tool to measure the cost-effectiveness of agricultural technologies.

Summary of Qualifications

- Masters Degree Candidate in Food Policy and Applied Nutrition with strong experience in analyzing and evaluating agricultural technologies to strengthen sustainability efforts
- 6 years organic farm experience conducting training events and farm tours to enhance community awareness about need for sustainable farming practices
- Extensive experience working with stakeholders and liaising between researchers and public to streamline communication efforts about sustainable agriculture
- Solid technical and analytic abilities. Presented an analysis of current evaluation and measuring tools used internationally to improve on-farm sustainability
- Ability to work well with diverse work styles while juggling multiple needs

Profile

Highly motivated and enthusiastic individual energized by building strategic and impactful relationships. Proven commitment to evidence-backed solutions, resulting in increasing responsibility both independently and on teams. Passionate about producing food and sustainable choices. Fluent in French.

RESUME SECTIONS

Education

Unless you have more than 5 years of work experience, it is typically the case that you will put your education next. Your highest degree comes first and here is an example of the layout we recommend:

Education

Friedman School of Nutrition Science and Policy, Tufts University

Boston, MA

Master of Science, Food and Nutrition Policy and Programs

May YYYY

Concentration (optional)

Select Coursework (optional)

Concentration and relevant coursework are great places to customize by using key words to support your value proposition.

Dartmouth College

Hanover, NH

Bachelor of Arts in Sociology and Food Studies

May YYYY

Minor or concentration (if you have one)

Additional academic information if it is meaningful (honors, scholarships)

Honors such as graduating cum laude can be listed in this section as well

In general, do not list a GPA unless this is relevant to your industry and is a 3.5 or higher. Be aware that some fields or certain employers within fields (such as finance or consulting) require GPA and GMAT scores to be included in this section. As always, research the requirements specific to your target area.

After the name of your degree, areas of specialization, capstone projects or coursework that is relevant to the position can be listed. As you describe your concentration or selected courses, keep in mind this is one of the first places where you can customize your content to highlight your fit for the position.

Strategic Reminder

Less is more when it comes to resumes. If you put in too much detail, or detail that is irrelevant, you risk having a reader miss what is most important.



RESUME SECTIONS

PROFESSIONAL EXPERIENCE

After putting the details of the employer name, location, your title and dates (see resume samples starting on page 17 for recommended format and alignment), your most relevant accomplishments should be listed in well-crafted bullet points. Pull out the 3 or 4 outcomes that are most related to the job for which you're applying.

Bullet points are not for listing out your job duties, but rather the transferable skills and key outcomes that demonstrate your competence.

Impactful Bullet Points

Bullet points should begin with an ACTION VERB followed by a QUANTIFIABLE OUTCOME. See appendix for impactful action verb suggestions.

Which details can you include so your reader understands the nature of what you accomplished? Wherever possible, quantify the impact you helped deliver through percentages, range, or absolute numbers. Not only does quantifying give your reader context, it clearly demonstrates the difference you made. By highlighting the scope and extent of your actions, you strengthen your resume's impact.

Asking yourself the question, “So what?” after each bullet point can prompt you toward making your bullet points more results-oriented.

For example, did you help create content for a website? What was the reach of that website? How many people visit that site on average? Did you write a policy memo? How many people did that go out to? Have you improved any work processes? How did you improve the quality of service your organization delivers?

RESUME SECTIONS

PROFESSIONAL EXPERIENCE

KEYWORDS

To the extent that it is accurate, it can be helpful to use the same words and key skills listed in the job description on your resume. This also improves the likelihood of your resume getting through any applicant tracking systems that scan for key words.

Keep bullet points no longer than one or two lines (the longer they are, the less likely it is that they will get read).

Here are some examples:

- Created social media campaigns and marketing materials for student and alumni workshops. Increased participation by 70%
- Coordinated panels on nutrition data science for 100+ professionals and students monthly, receiving 89% "above average" ratings on participant evaluations
- Developed partnerships with the World Food Program and Action Against Hunger to coordinate research efforts in Africa and India.



Additional Resume Sections

After your Professional Experience section, additional sections can be included that highlight other experiences or skills that support your career objective. We recommend titles such as:

- Additional Information
- Related Experience
- Research Leadership
- Languages and Technology

Class projects, research, publications, languages and technical skills are the types of details you may choose to include here.

As you gain more clarity on exactly what skills you want to use, in what organizations or areas you want to use those skills, and toward what purposes– you will be able to better build out the various sections of your resume.

Make sure you know the professional associations that are central to the area you want to go into, the key players who are in your field of interest, and which technical skills your field most requires. These are all things you should be learning and adding to your resume as you go along.

Appendix

Resume Action Verbs

accomplished	decided	fixed	outlined	taught
achieved	decreased	focused	oversaw	teamed with
acted	defined	formed	participated	tested
administered	delegated	found	performed	trained
adapted	delivered	gathered	persuaded	translated
addressed	demonstrated	generated	planned	treated
advised	designed	governed	prepared	tutored
affected	determined	grouped	presented	updated
answered	developed	guided	proofread	utilized
applied	devised	handled	proposed	verified
arranged	directed	helped	published	volunteered
assessed	discovered	identified	read	worked
assisted	dispensed	illustrated	recruited	wrote
built	displayed	imagined	referred	
budgeted	distributed	improved	reported	
cared for	diverted	improvised	researched	
carried out	dramatized	individualized	restructured	
clarified	edited	influenced	revamped	
coached	eliminated	informed	reviewed	
collaborated	empathized	instilled	scheduled	
communicated	enabled	instructed	selected	
compiled	encouraged	interacted	set	
completed	enhanced	joined	showed	
computed	enforced	lectured	simulated	
conducted	engaged	led	solved	
consulted	enlarged	maintained	spoke	
contacted	entertained	managed	started	
conveyed	established	maximized	stimulated	
coordinated	evaluated	mediated	studied	
corrected	examined	mentored	succeeded	
corresponded	explained	motivated	summarized	
counseled	facilitated	observed	supervised	
created	fashioned	operated	supported	
critiqued	filed	organized	surveyed	

Firstname Lastname

Phone number | Tufts or professional email address | LinkedIn profile URL

Summary of Qualifications

- Masters Degree Candidate in Nutrition Communications with strong nutrition science and policy background.
- Extensive experience working with various stakeholders and evaluating communication campaigns. Planned, managed, executed and evaluated a communications campaign for Tufts University to promote positive body image and healthy eating.
- Published writer passionate about following current trends and skilled at translating high-level science for consumers.
- Private-sector experience working with a team of dietitians and pharmacists to represent the company and juggle brand and retail needs, as well as working alongside the Meredith Corporation content licensing team to deliver evidence-based copy in a fast-paced environment.

Education

Tufts University Friedman School of Nutrition Science and Policy

Boston, MA

Master of Science in Nutrition Interventions, Communication, and Behavior Change

Anticipated May 20XX

- Specialization: Agriculture, Food & Environment

Smith College

Northampton, MA

Bachelor of Arts in Biological Sciences

May 20XX

- Specialization: Exercise Science

Experience

Nutrition and Health Journalist

Boston, MA

Freelance Writer

September 20XX-Present

- Specialize in nutrition science, agriculture & food policy and physical activity
- Engage in learning new material and challenging topics and skilled at sifting through scientific research to deliver easy-to-digest copy for any reading level
- Conduct research for Meredith Corporation's content-licensing division in Shelburne, VT that reports to Content Director to deliver accurate, stakeholder-oriented copy in a fast-paced environment
- Serve as regular contributor to publications including *EatingWell* magazine and EatingWell.com

Friedman School of Nutrition Science and Policy

Boston, MA

Newspaper Editor, The Sprout

August 20XX-Present

- Serve as co-editor of only student e-newspaper of Tufts Friedman School that aims to keep readers up-to-date on latest trends with evidence-based and entertaining copy
- Assign proposed story ideas, run meetings to plan upcoming issues and fact check all submitted articles
- Manage *The Sprout's* social media channels (Twitter and Facebook), email accounts and the newspaper's Constant Contact and WordPress sites
- Actively work to increase *The Sprout's* followers, as well as student engagement with publication

Friedman School of Nutrition Science and Policy

Boston, MA

Graduate Teaching Assistant

January 20XX-Present

- Provide knowledge in theories of behavior change that make consumer interventions more effective and offer insights for designing and evaluating theory-oriented campaigns
- Facilitate weekly discussions around behavior change theories and practical applications for both in-person and online courses

Firstname Lastname

Phone number | Tufts or professional email address | LinkedIn profile URL

Village Apothecary

Natural Product Advisor

Woodstock, NY

Nov 20XX-August 20XX

- Worked within a diverse team to assist patients of a compounding pharmacy and natural health store in achieving and maintaining a healthy lifestyle through healthy eating and use of vitamins and supplements
- Committed to rigorous training to familiarize myself with natural products and their uses, as well as brand and retail needs
- Developed evidence-based PR materials for consumers and health professionals to increase foot traffic and gain consumer trust
- Debunked theories, treatments and strategies in the vitamin and nutrition world that were not science or evidence based to ensure that products sold were truthful, were at most effective dosage, and were environmentally sustainable
- Acted as company representative at outreach events, including YWCA health fair

Physical Activity Research, UMass Amherst

Research Assistant

Amherst, MA

June-August 20XX

- Collaborated with team of doctoral students to conduct research on devices that track physical activity to publish scientific papers on how best to utilize tools
- Managed data collection on project that encourages children to track their own activity levels with fun, game-like devices

Relevant Coursework

- **Nutrition Science:** Macronutrients; Micronutrients; Physical Activity and Nutrition
- **Agriculture Policy:** Determinants of US Food Policy; US Agriculture; Agriculture Science & Policy
- **Communications:** Communicating Health Information Parts A & B; Communication Strategies; Social Media in Health and Nutrition Communication

Selected Publications

EatingWell Magazine

20XX

- Produced pieces for the FRESH section of the magazine, including 250 words for the January/February 20XX issue on resistant starch and the “You Heard What” section for the March/April 20XX issue

Friedman Sprout

20XX-20XX

- Contributor to student e-newsletter on a wide range of topics, including research piece on vitamin use and current events piece on completion of Trans-Pacific Partnership deal

Encyclopedia of Nutrition

20XX

- Researched and authored four pieces on the relationship between diet and onset or prevention of disease (arthritis) for Dr. Brehm-Curtis' Nutrition Encyclopedia. See: Encyclopedia of Nutrition: Young, M. (20XX). Arthritis and Nutrition. In Brehm, B.A. (ed), Nutrition: Science, Issues, and Applications. Santa Barbara, CA: Greenwood Press

Skills

- **Social Media:** Hootsuite (Facebook, Twitter, Instagram), Keyhole
- **Certifications:** American College of Sports Medicine-Certified Personal Trainer (*October 20XX*), requiring continuing education credits
- **Writing Styles:** In-text and citations, AP-style
- **Computer:** Microsoft Office Suite, WordPress, Constant Contact, Google Analytics, STATA

SUMMARY

Public health, nutrition and disease prevention specialist, focused on shaping projects and policies that impact human health. Expertise in behavior change in nutrition through communications and interventions based on evidence-based biologic sciences.

EDUCATION

Tufts University School of Medicine | Boston, MA*expected December 20XX**Master of Public Health*

- Behavioral Science and Health Communication Concentration
- Relevant Coursework: Program Planning for Public Health Interventions; Communication Theory

Tufts University Friedman School of Nutrition Science and Policy | Boston, MA *expected December 20XX**Master of Science, Nutrition*

- Food Policy and Applied Nutrition Concentration; Nutrition Interventions: Design, Operation and Management Specialization
- Relevant Coursework: Community and Public Health Nutrition; Theories of Behavior Change
- Plant-Based Nutrition Studies Scholarship Recipient

Saint Louis University | St. Louis, MO*May 20XX**Bachelor of Science, Public Health**Minor in Spanish*

- Saint Louis University Dean's Scholarship Recipient
- Dean's List, Spring 20XX, Spring 20XX

PROFESSIONAL EXPERIENCE

Human Nutrition Research Center for Aging at Tufts University*September 20XX – Present**Graduate Research Assistant*

- Collaborate weekly with interdisciplinary research group including medical doctors, nutrition researchers and fellow assistants to develop large scale project strategy and implementation
- Work independently to collect and review full-text articles and extract data to target relevant and valuable references to present to team

American College of Lifestyle Medicine*September 20XX – December 20XX**Event Management Staff – Lifestyle Medicine Conference*

- Prepared and managed registration for 600 conference attendees
- Collaborated with event planners and management staff to create seamless experience
- Attended conference in pursuit of advancing knowledge of cutting-edge lifestyle medicine research

VOLUNTEERISM

Food Outreach*January 20XX – May 20XX**Volunteer*

- Donated 300 hours of service to help fulfill organization's mission of improving nutrition of impoverished men, women and children living with HIV/AIDS
- Provided office support, prepared mailings, and managed fundraising events

Global Brigades*January 20XX**Vice President of Public Health Brigade to Honduras*

- Led recruitment of 30 students to attend trip to rural Honduras to build public health infrastructure and provide health education to local community
- Collaborated closely with community leaders using Spanish proficiency

SKILLS

- Mastery of STATA, Systematic Review Data Repository, and Microsoft Office Suite

FirstName LastName

www.linkedin.com/in/firstname-lastname | Phone Number | Email Address

Bilingual MS Nutrition Communication candidate with management skills and X years of experience developing and supporting nutrition programs for the food industry in Latin America. Looking for an internship opportunity to work on nutrition and physical activity community-based interventions.

EDUCATION

Friedman School of Nutrition Science and Policy at Tufts University

Boston, MA

MS Nutrition Interventions, Communication and Behavior Change candidate, Expected May 20XX

Selected Friedman School Coursework

Statistical Methods in Nutrition Science and Policy; Changing Health Behaviors; Professional Communication; Communicating Health Information to Diverse Audiences Part I; Physical Activity, Nutrition and Health; Communicating Strategies in Health Promotion

Escuela de Administracion de Empresas, E.A.E.

Barcelona, Spain

International Master in Business Administration, 20XX

Universidad Iberoamericana

Mexico City, Mexico

BA Nutrition and Food Science, 20XX

Instituto Nacional de Ciencias Medicas y Nutricion Salvador Zubiran

Mexico City, Mexico

Internship, Cardiology Department, 200XX

PROFESSIONAL EXPERIENCE

KELLOGG COMPANY

Queretaro, Mexico

Nutrition Manager Latin America

March 20XX – September 20XX

Accomplishments:

- Conceived and led the implementation of the Physician Sponsorship Program for Medical Association Congresses across five Latin American countries
- Led implementation of internal nutrition workshops with nutrition trends and innovative proposals for products and nutrition communications
- Developed nutrition strategy plans for Kellogg Latin America
- Designed and launched internal communication manuals for both marketing and sales teams to align brands' nutrition information across Latin America
- Wrote articles for Forbes Mexico magazine as nutrition expert from Kellogg Company
- Led, inspired and energized a staff of four within the Nutrition Marketing & Innovation team

Responsibilities:

- Assured clear, ethical, simple, and effective nutrition communications for consumers
- Delivered nutrition profiles reports for key decisions in the business
- Developed nutrition communication content for brand and corporate websites
- Handled approval of nutrition requirements for R&D team to improve current products and develop new ones

PEPSI CO

Mexico City, Mexico

Nutrition Coordinator Latin America

April 20XX – March 20XX

Accomplishments:

- Created an internal network of R&D and marketing teams to deploy Health & Wellness strategy across eight Latin American markets
- Advocated and led improvements in internal nutrition guidelines for products related to sodium, sugar, cholesterol, etc. Resulted in a global roll-out of guidelines for new nutrition standards
- Co-led marketing strategy for peanut snack to educate health professionals on the benefits of peanut consumption
- Developed and implemented internal courses to standardize nutrition knowledge
- Served as spokesperson at congresses and radio programs to strengthen the Quaker brand

Responsibilities:

- Developed nutrition scorecard based on sales performance of nutritionally-improved product formulas to assure that each market was selling the required percentage of sustainably-responsible products
- Delivered scientific dossiers to support commercial nutrition communications for Quaker Latin America and Mafer
- Organized participation at Medical and Nutrition congresses in the region

Resume Sample 3, continued

KELLOGG COMPANY

Nutrition Communication Chief

Queretaro, Mexico

December 20XX – December 20XX

Accomplishments:

- Launched the 11th edition Diet and Health Magazine distributed to health professionals
- Co-led the 3rd Annual Symposium of the All-Bran Fiber Institute
- Wrote nutritional content for Kellogg publications including: People-K and cooking women's health magazines for distribution throughout Mexico

Responsibilities:

- Developed scientific dossiers to support brands communication campaigns
- Created nutrition requirements and gave to R&D team for product formulations

UNIVERSIDAD IBEROAMERICANA

Adjunct Professor

Mexico City, Mexico

Spring 20XX

- Taught undergraduate Course: Nutrition Education

SPRING BOX

Medical Nutrition Representative for Danon

Mexico City, Mexico

March 20XX – Jul 20XX

- Introduced Activia and Actimel yogurt health benefits through office visits

INDEPENDENT CONSULTANT

Clinical Dietician

Mexico City, Mexico

June 20XX – February 20XX

- Provided nutrition counseling, individual diet programs, and assessments management

LANGUAGES, OTHER SKILLS & CERTIFICATIONS

- Spanish: native speaker; English: professional working proficiency; French: elementary proficiency; Portuguese: elementary proficiency
- Computer programs: MS Office Suite, STATA, Prezi, MS Access
- Nutritional Coaching Certification (online), May 20XX. Barcelona, Spain
- Management Skills Certification, November 20XX. Queretaro, Mexico.



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helpful articles and best practices



Resume and CV Best Practices Video



Big Interview Resume Course