

**\*\*\*\* Select File and Download\*\*\*\***

**Sample Name**

City, IL,60609 | 000-000-0000| [Sample email](#) | LinkedInURL

**PROFESSIONAL SUMMARY**

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**\*\*\* INCLUDE CAREER INTERESTS**

**~ 3 SENTENCES**

**EDUCATION**

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**Master of Public Health in Health Policy and Administration**

University of Illinois at Chicago, School of Public Health

Concentration: (if you have 2)

Capstone/ILE: Title- Topic (pending approval)

Expected Graduation: May 20XX

GPA 4.0

**Bachelor of Arts, Community Health**

University of Illinois at Urbana-Champaign

Minor: Gender & Women's Studies

May 20XX

**AREA OF EXPERTISE**

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- *Technical Skills:* Microsoft Suite, Google, Excel, Outlook,
- *Interpersonal Skills:* conflict resolution, Leadership, consulting, teamwork, public speaking, counseling, collaboration,
- *Language Skills:* Spanish (elementary level), ASL
- Industry Knowledge: GIS, C++, C, Python – Panda, matplotlib, seaborn, SAS, R, FORTRAN, ROOT, SPSS

**RELEVANT COURSES**

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- Name of the class: 1 Highlight -----1 line max
- Name of the class: 1 Highlight -----1 line max
- Name of the class: 1 Highlight -----1 line max

**RELEVANT EXPERIENCE**

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**Your Job Title at Name of Organization**

March 20xx – Present

City, State

• **3-5 BULLET POINTS**

• Accomplishment statement ----- **1 LINE MIN**  
----- **2 LINES MAX**

• Accomplishment statement = (Strong action verb) + HOW/WHAT (task, project) (\$, #, %)(software)(skills) + WHY (+result) (aligns w/ goals of the new employers)+ (how did it add value?) (policy or protocol?) (industry related?)

**APE/Internship or Job Title at Name of Organization**

Month 20XX – Month 20XX

City, State

• Accomplishment statement -----  
----- 2 lines Max

- Accomplishment statement
- Accomplishment statement

**CAPSTONE or ILE - Title of Project : Authors**

Semester 20XX

**Professors Name , Class name, University of Illinois at Chicago**

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

**PROFESSIONAL EXPERIENCE (ADDITIONAL, WORK, HEALTH ETC)**

**University of Illinois-Chicago**

**120 hours**

**Undergraduate Public Health Toolbox Course- Professor Name**

March 20xx – Present

*Teaching Assistant 2*

- Accomplishment statement
- Accomplishment statement

*Teaching Assistant 1*

June 20xx – Feb 20xx

- Accomplishment statement
- Accomplishment statement

OR

**Company Name**

Month 20xx –Month 20xx

*Job Title*

**Company Name**

Month 20xx –Month 20xx

*Job Title*

**Company Name**

Month 20xx –Month 20xx

*Job Title*

**LEADERSHIP AND COMMUNITY INVOLVEMENT**

Your Role, Name of Organization

Spring 20XX

- Highlight -----1 line max

Your Role, Name of Organization

Spring 20XX

- Highlight -----1 line max

**TRAINING AND CERTIFICATIONS**

HIV Workforce

Expiration- Month 20XX

Data Analytics Boot Camp - edx.org

Month 20XX

GIS

Coursera - Python certification

Pending completion - Month 20XX

**OTHER OPTIONAL SECTIONS**

**AWARDS**

**PROFESSIONAL AFFILIATIONS**

**LICENSURES**

**PUBLICATIONS AVAILABLE (INCLUDE LINK TO ONLINE PORTFOLIO OR WEBSITE)**