



Resume Writing

Dental Career Services

Resources:

ASDA Resume Tips:

<http://www.asdanet.org/cv/>

List of Action Verbs:

<http://careers.tufts.edu/students/corres/ActionVerbs.pdf>

A resume provides a valuable summary of your individual accomplishments and qualifications. It allows you to present your skills, experience, and knowledge to potential employers in an efficient and concise way. Since a resume is an important document that has the power to influence a hiring manager it's important to be sure that it best represents you.

Format:

- 1-2 Pages (8 ½" x 11" paper)
- Include headings (i.e. Education, Professional Experience, Research Experience, Volunteer Work, Presentations, Honors & Awards, Professional Membership, Conferences Attended, etc.)
- Chronological order within headings
- Stay consistent (i.e. placement of dates, location, etc.)
- Avoid wasted space, but be careful to cut the margins too short for printing
- 10 pt-14 pt. font (Times New Roman or Arial; no decorative fonts)
- No graphics or shading, since this can distract from your information
- Best to use Microsoft word (rather than resume template)

Content:

- Personal Information (i.e. Name, Address, Phone, Professional Email) should be placed at the top.
- Do not include information such as marital status, social security, picture, date of birth.
- Tailor your resume for each job you're applying to. Use language and terminology included in the job description to prove you are qualified for that specific position.
- Be honest and accurate, not overly modest.
- Present your experience in a way that makes it relevant to the position you're applying for. (Past experience, which isn't directly related to the work you're applying for, can often be presented in a way that showcases the transferrable skills that were acquired.)
- Don't simply list out your accomplishments; instead, include effective bullet points that describe your previous work and the skills used to achieve these accomplishments.
- Focus on more than the technical work. Be sure to include bullet points that describe soft skills as well (i.e. communication, teamwork, leadership, etc.).
- Start each bullet point with an action verb (i.e. Led, Initiated, Developed, Managed, Created, etc.).
- Use PAR statements to highlight **Projects, Actions, and Results**.
- Use numbers or percentages to quantify your results (i.e. increased productivity by X, raised X dollars, supervised a staff of X)

Final Tip:

- Have a trusted advisor proof read before you submit to ensure there are no grammatical errors!

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Education	Tufts University School of Dental Medicine Doctor of Dental Medicine (DMD) GPA: 3.88	Boston, MA May 2015
	University of Massachusetts Bachelor of Science in Biology GPA: 3.86	Amherst, MA May 2011
Licenses	Licensed Dentist, State of Massachusetts, License #xxxxxx Current CPR, First Aid, and BLS Certifications	June 2015
Professional	Lynn Community Health Center Dental Intern <ul style="list-style-type: none">Examine teeth and gum with appropriate dental instruments, x-rays, and other diagnostic equipment.Educate patients regarding preventative dental care, plaque control, causes and treatment of dental problems, and oral healthcare services.Maintain patient records using axiUm software and generate monthly reports to track and assess trends in service.	Lynn, MA Feb. 2015-May 2015
Service	Sharewood Dental Clinic Dental Student Volunteer <ul style="list-style-type: none">Perform oral health screenings and prepare treatment plans two evenings per week.Teach in person and online workshops to educate the community about teeth and mouth care.Train college student volunteers to serve as dental ambassadors at local k-12 schools.	Malden, MA January 2013-May 2015
Research	Center for Dental Research Research Assistant <ul style="list-style-type: none">Investigated the effect of a high sugar diet on oral health by reviewing records of patient participants who were tracked over a five year period.Analyzed data and produced reports showing the correlation between high sugar diet and the incidence of cavities and gum disease.Presented findings at the Dental Students Conference on Research in the fall of 2012.	Bethesda, Maryland May-August 2011
Publications	Dentist, I. "The effect of a high sugar diet on oral health." <i>Dental Press</i> . 2001	
Leadership	Tufts Dental Class of 2015 Class Vice President <ul style="list-style-type: none">Served as a liaison between the general membership and the Executive BoardRepresented the membership at monthly faculty meetings	Boston, MA May 2014-April 2015
Memberships	American Dental Association Massachusetts Dental Society	May 2012-present May 2013-present