

## Resume Template Instructions & Guidelines

- Please fill out the below resume template on the next page describing yourself so that we can get a better idea of you as an applicant.
- This template is reference. If you already have a resume, please submit that with your application.
- In the Summary Section, please give us an idea of who you are. What organization do you work or volunteer for? What is your experience with community health? Why are you a good candidate for the training/why do you need the training? Limited experience is not a hindering factor; all levels of experience from students to seasoned professionals are welcome to apply.
- In the Employment History section, please list jobs in order of most recent to oldest. Your current employer should be listed first. In the bullets, please describe your responsibilities and highlight your experience. For example, “Coordinated six community health programs for 400 underserved urban patients” is preferable to “Oversaw community health programs for underserved urban patients”.
- In the School Attended section, please list your educational history and schools attended. If you took non-degree-seeking coursework for personal educational improvement, please list that also, as it would be nice to see self-motivation and desire for lifelong learning and development.
- In the Volunteer History section, please list your current and former volunteer and philanthropic activities – explain to us how you ‘give back’ or how involved you are in the community. Examples include but are not limited to: community service, PTA’s, community based organizations, social service organizations, churches, sororities/fraternities.
- In the Awards and Recognition section, please explain any award (community service, teaching, church/faith based, etc.) you have received.
- In the Personal Interests section, please help us get to know you as a person by explaining any hobbies, outside interests, work-related interests that carry over into your personal life, etc. This helps us see that you are a well-rounded applicant.

If you have any questions or need clarification, please don’t hesitate to contact the project team.

- Tanya Funchess at tanya.funchess@usm.edu or 601-310-4916
- Kezi Jones at kjones@gccds.msstate.edu or 228-436-4661

## Name

Street Address

City, State, Zip

Email

Phone with area code

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**Summary:** 3-5 lines describing you, your affiliated organization(s), your experience in community health in Mississippi, and why you would be a good candidate for the training program.

## Employment History

### Job Title

### Employer Name & City

### Dates Employed

- Describe your responsibilities and accomplishments here
- Describe your responsibilities and accomplishments here

### Job Title

### Employer Name & City

### Dates Employed

- Describe your responsibilities and accomplishments here
- Describe your responsibilities and accomplishments here

## Education

### Degree & Major

### Date Received

School Attended & Location

Honors and Awards

## Volunteer History

### Job Title

### Organization Name & City

### Dates Volunteered

- Describe your responsibilities and accomplishments here
- Describe your responsibilities and accomplishments here

### Job Title

### Organization Name & City

### Dates Volunteered

- Describe your responsibilities and accomplishments here
- Describe your responsibilities and accomplishments here

## Awards and Recognition

### Award Name

### Granting Organization

### Date Received

Description

## Personal Interests

### Interest Name

Description

### Interest Name

Description