



**Department
of Health**

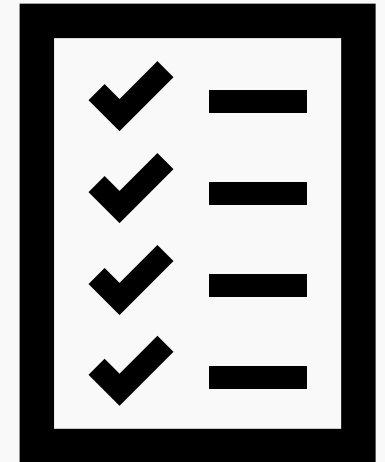
New York State Public Health Corps Fellowship Program

Best Foot Forward: Your Resume for Your Next Move

APRIL 16TH, 2025, EDUCATIONAL SERIES: RESUME WRITING

AGENDA

- A few words from Erin Knoerl, NYSPHC Director
- Welcome!
- Presentation:
 - **Best Foot Forward: Your Resume for Your Next Move**
with Dr. Jillian Bumpus
- Q&A
- Closing Remarks



A FEW WORDS

ERIN KNOERL, NYSPHC DIRECTOR



NEW
YORK
STATE

Department
of Health

WELCOME!

DR. JILLIAN BUMPUS



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Best Foot Forward: Your Resume for Your Next Move

**Jillian Bumpus, MBA, PsyD
Workforce Manager**



WHAT ARE WE GONNA TALK ABOUT?

What a resume is NOT

What a resume IS

Resume Do's Don'ts and Tips

Resume Structure

Resume Templates

HRI Action Verbs

Resume Online Resources

WHAT A RESUME IS NOT

- *Not* a story of your entire career or life
- *Doesn't* get you a job
- *Not* FOR you, it's ABOUT you
- *Not* just tasks assigned to you

WHAT A RESUME IS

- *Is* evidence you can do the job they are asking you to do
- *Does* get you an interview
- *It is* action-oriented
- *Is* your BEST marketing material
- *Is* highlight reel of knowledge, skills, abilities and accomplishments

RESUME DO'S AND DON'TS

DO

- Write clearly, concisely and precisely
- Use fully understood abbreviations (i.e. MPH, MHA)
- Include a cover letter when sending a resume to a potential employer
- Proofread several times
- List a page number and your name on each additional page
- Use concrete “action” verbs
- Include locations of past jobs/internships/positions

Don't

- Lie or exaggerate about your experience or accomplishments
- Use personal pronouns (i.e. “I”, “we”, “he”)
- Staple or paper clip pages
- Write long paragraphs or sentences
- Include personal information, such as your height, weight, age, date of birth, marital status, sex, ethnicity/race, health, social security number (except on an international resume), reasons for leaving previous job(s), names of former supervisors, specific street addresses or phone numbers of former employers, picture of yourself, salary information, the title "Resume," or any information that could be perceived as controversial, such as religion, church affiliations, or political affiliations.
- List references right on your resume

RESUME TIPS

- **Font:** Easy to read, 10 pt min. - 12 pt max.
- **Margins:** .5" to 1.0"
- **Paper:** Bring hard copies on resume paper to in person interview
- **Length:** < 5 years experiences = 1-2 pages
- **Email:** Follow email submission instructions exactly as stated. When sending your cover letter and résumé via e-mail, make sure to name them with your last name and the name of the organization and position you are applying (e.g., Smith – CDC, Research Assistant (Résumé & Cover Letter.) The body of the e-mail can also be your cover letter, but you should mention that your cover letter and résumé are attached.
- **Employer Scan:** 7-10 seconds
- **Employer Review:** Top 80% of page 1

TYPICAL RESUME STRUCTURE

Identifying Information

Job/Career Objective

The objective is an optional section that describes your motive for applying for a position. The objective should be specific and focus on your skills. The objective provides an opportunity for you to tailor your resume to the position you are applying for.

An example of a bad objective:

"A job in the field of public health where I can gain experience."

An example of a good objective:

"To obtain a health educator position at Public Health Seattle and King County that will allow me to utilize my communication and outreach skills."

TYPICAL RESUME STRUCTURE

Education

Your education section should list your academic background in reverse chronological order. You should include the name of your college, city, state, the degree you received or expect to receive, and date of the degree. Be sure to include any certifications, honors, dissertation/thesis research, and study abroad experiences.

Example:

MPH, Maternal and Child Health expected June 2017

University of Washington School of Public Health, Seattle, WA

BA, Sociology May 2014

Stanford University, Stanford CA

TYPICAL RESUME STRUCTURE

Professional and Work Experience

This section lists your experience in reverse chronological order with emphasis on key knowledge, skills, abilities and accomplishments you have evidence of. List your job title, place of employment, city, state, and dates. Avoid phrases like “responsibilities include.” Use Action Verbs to describe your duties in a bulleted list.

Here is an example to illustrate the difference between simply stating your job responsibilities vs. showing your value-added:

INSTEAD OF: "Integrated 2 surveillance systems to track infectious disease outbreaks in the district"

WRITE: "Integrated 2 infectious disease surveillance systems into a single surveillance dashboard, saving over 350 personnel hours per year for data entry"

This section can contain positions that are not related to the job you are pursuing. You can provide less detail about these positions.

Other Sections

- Certifications
- Relevant Training
- Community Service
- Special Awards and Recognition
- Professional Memberships/Affiliations
- Publications, White Papers, Presentations

RESUME TEMPLATE

Reverse Chronological Resume with Summary of Qualifications

Gerri Mitchell

5000 40th Avenue NE
Seattle, Washington 98105

(206) 111-1111
student@uw.edu

OBJECTIVE: Medical Center Compliance Officer

QUALIFICATIONS SUMMARY:

- Five years experience in design and implementation of health care compliance programs
- Over six months experience in health policy review for large inner city medical center
- Strong understanding and application of medical billing, coding and audit controls to ensure compliance with the changes and modifications of federal and state regulations
- Highly effective at recognizing program problem areas and generating solutions
- Excellent oral and written communication skills including report writing
- Detailed organizer, coordinator and advocate in promoting medical program compliance
- Reliable developer of policies and procedures to maintain compliance
- Proficient in MS Word, Access, Excel, and PowerPoint; Internet applications

EDUCATION:

Masters in Public Health, University of Washington, Seattle, WA, June 2006

BS- Biology, University of Washington, *summa cum laude*, June 2000

BA- Business Administration, University of Washington, June 2000

RELATED EXPERIENCE:

Compliance Intern, **Harborview Medical Center**, Seattle, WA, 9/03 to present

- Evaluation and assessment of health policy for compliance with federal and state regulations in the trauma center.
- Recommended and implemented policy changes resulting in faster and more efficient processing of trauma victim admissions and coding.

Health Care Administrator, **Northwest Hospital**, Seattle, WA, 6/98 to 9/03

- Established and maintained federal/state compliance program for 500 bed city hospital which reduced government complaints by 80% within the first year.
- Reviewed, revised and refined processes and policies to create cross-discipline understanding of compliance procedures.
- Defended program in reports and presentations to hospital administrators and compliance investigators.



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RESUME TEMPLATE



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Example 1

First and Last Name

1 Briarcliff Rd | Apt. 1 | Atlanta, GA 30306 | (999) 999-9999 | persona.example@emory.edu

Education

Emory University, Rollins School of Public Health, Atlanta, GA 08/2019 – 05/2021
Master of Public Health in Behavioral, Social and Health Education Sciences
GPA: 3.769/4.0

North Carolina State University, Raleigh, NC 08/2015 – 05/2019
Bachelor of Science in Biological Sciences
GPA: 3.9/4.0

Experience

Intern, DeKalb County Board of Health - Decatur, GA 05/2020 – 07/2020

- Evaluated referral process for Babies Can't Wait Program to provide services for babies at risk for developmental disabilities
- Tracked 400+ referrals from past 2 years through database research and accounted for those missing and pending

Research Assistant, Emory University School of Medicine - Atlanta, GA 08/2019 – 05/2019

- Recruited 25+ Spanish speaking participants in metro-Atlanta area health clinics
- Interviewed participants in Spanish language computer-based study
- Assisted principal investigator in maintaining adequate supplies of study materials and equipment through data collection
- Contributed to study of HPV vaccine access and acceptability among African American and Latina women

Intern, NC Academy of Family Physicians - Raleigh, NC 03/2018 – 05/2018

- Utilized Spanish language skills to assess program goals of increasing physician cultural competency in central North Carolina (NC) as part of NC Health Disparities Initiative
- Evaluated focus clinics and conducted Spanish surveys for patient satisfaction
- Educated physicians on cultural disparities through lunch lecture
- Attended 2009 North Carolina Latino Health Conference in Rocky Mount, NC

Medical Assistant, Triangle Orthopedic Associates - Raleigh, NC 05/2016 – 08/2019

- Engaged in triage phone call management for an 18-physician practice
- Performed clinical duties: suture removal, equipment sterilization, and injection preparation
- Assisted with Spanish interpretation

Skills

- *Language*: Fluent in Spanish
- *Computer*: Proficient in Microsoft Word, Access, Excel, SAS, SPSS

Publications

- **Mans, Sara B.** "More Resources Available for Tobacco Cessation." *NCAFP the North Carolina Family Physician* Jan. 2009: 10. Print.
- **Mans, Sara B.** "Simple Steps Can Help Clinics Reduce Health Disparities." *NCAFP the North Carolina Family Physician* Jan. 2009: 10. Print.

Honors/Activities

- Rollins School of Public Health Professional Development Series 2019 – 2021
- Recipient of NCSU Dean Durwood & Shirley Bateman Academic Scholarship for Double Majors 2017 – 2019
- Recipient of Progress Energy Merit Scholarship 2017 – 2019
- North Carolina State University Honors Program 2017 – 2019
- Thomas Jefferson Scholars Dual Degree Program 2017 – 2019

RESUME TEMPLATE



Department
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First and Last Name

123 VISTA POINTE TRAIL • DECATUR, GA 30030 • PHONE: 225.555.5555 • ASTUDENT@SPH.EMORY.EDU

Qualifications Summary

Strong research, project management and analysis skills with a clear and strong commitment to advancing therapeutic research and raising public awareness of neurodegenerative diseases. Superb verbal communication, presentation, and writing skills combined with excellent management and delegation abilities. Seeking professional role in public service and issues related to aging, neurodegeneration, ethics and policy where my exemplary organizational and leadership skills maximize team-oriented results.

Education

Rollins School of Public Health, Emory University, Atlanta, GA Dates
Master of Public Health in Epidemiology (Cumulative GPA: 4.0)

University of Florida, Gainesville, FL Dates
Bachelor of Science in Biology (Cumulative GPA: 3.5)
Honors: H.O.P.E. scholarship recipient (100% tuition), Alpha Epsilon Delta (honor society),

Research Experience

University of Florida, Gainesville, FL Dates
Research Assistant

Designing and conducting research in world-leading laboratory to better understand the development of pathology and symptoms of Parkinson's disease. Collaborated with team of 5 researchers and presented data results at monthly meetings.

- Collect and maintain data on brain circuit abnormalities in monkey brain utilizing electrical and chemical brain recordings and analyze data using Sigmaplot, Spike2 and Matlab
- Manage all day-to-day activities guaranteeing quality and reliability of produced data
- Provided critical support (drafting, data collection and analysis) **resulting in successful NIH funding award for 5 year R01 grant**
- Compose final manuscripts of original research for peer-reviewed academic journals
- **Invited to compose state of the field reviews detailing future directions in research**
- Mentor and develop independent research project for undergraduate student
- Advise graduate students and technicians on professional development (scientific design, management, and presentation skills)
- Evaluate new data and research innovation as **peer reviewer for leading academic journals**
- **Evaluate grant proposals for Parkinson's Disease Foundation UK**
- Present data at international conferences and regular meetings
- Produce reports and present data at regular journal clubs to discuss trends in the scientific field
- Coordinate project and administrative activities
- Improve and monitor safety of study-related equipment and social enrichment for study animals

Okinawa Institute of Science and Technology (Japan), Neurobiology Unit Dates

Research Assistant

- Designed animal models **of attention deficit hyperactivity disorder (ADHD)** toward understanding **learning and attention** abnormalities in patients with ADHD and **for drug discovery**
- Designed and constructed recording devices and wrote code for simultaneous brain chemistry and behavioral recording in rodents as a **novel technique for the laboratory with applications to attention deficit disorder, drug abuse, and neurodegenerative disease**
- Coordinated lab and administrative activities related to development of novel techniques and construction of animal behavioral lab
- **Acted as international liaison** between human resources and executive offices for junior researcher **community development toward building a new international graduate school**
- Chaired, coordinated, and executed retreat for approximately 100 junior researchers and faculty to **improve group leadership and communications in research community**
- **Coordinated financial support** for retreat

ACTION VERBS FOR HRI



Department of Health



HEALTH RESEARCH
INCORPORATED

ACTION VERBS BY GRADE LEVEL

This guide is to ensure the action verbs used within the position description form are appropriate for the grade level and align with others across the Corporation. This is not an all encompassing list of action verbs, job titles or grades, that can be used. HRI reserves the right to make amendments based on the grade level of position and/or context of the duties/responsibilities..

Grade	Action Verbs		
9	<p>Assist, Compile, Enter, File, Flag, Log, Maintain, Organize, Prepare, Process, Provide, Receive, Report, Review, Scan, Schedule, Screen, Sort, Support, Track, Verify</p> <p style="text-align: center;">Examples</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><i>Clerk II</i></p> <ul style="list-style-type: none"> • Enter data into a computer-based system • Assist in maintaining all filing systems • Provide clerical support • Track and log forms </td> <td style="vertical-align: top;"> <p><i>Senior Secretary</i></p> <ul style="list-style-type: none"> • Schedule meetings and conference calls; take meeting notes • Track and maintain documents • Prepare travel arrangements and ensure appropriate reimbursement. • Assist to prepare purchase requisitions </td> </tr> </table>	<p><i>Clerk II</i></p> <ul style="list-style-type: none"> • Enter data into a computer-based system • Assist in maintaining all filing systems • Provide clerical support • Track and log forms 	<p><i>Senior Secretary</i></p> <ul style="list-style-type: none"> • Schedule meetings and conference calls; take meeting notes • Track and maintain documents • Prepare travel arrangements and ensure appropriate reimbursement. • Assist to prepare purchase requisitions
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11	<p>Arrange, Assist, Check, Compile, Consolidate, Distribute, Enter, File, Locate, Mail, Maintain, Prepare, Process, Respond, Route, Set Up, Support, Track, Update, Verify</p> <p style="text-align: center;">Examples</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><i>Project Aide</i></p> <ul style="list-style-type: none"> • Compile, prepare and mail documents • Maintain and update project files • Assist with updating tracking databases • Assist with follow up activities </td> <td style="vertical-align: top;"> <p><i>Secretary I</i></p> <ul style="list-style-type: none"> • Process travel vouchers • Maintain electronic calendars • Assist with drafting, transcribing and typing various documents • Arrange meetings, conferences, training sessions, etc. </td> </tr> </table>	<p><i>Project Aide</i></p> <ul style="list-style-type: none"> • Compile, prepare and mail documents • Maintain and update project files • Assist with updating tracking databases • Assist with follow up activities 	<p><i>Secretary I</i></p> <ul style="list-style-type: none"> • Process travel vouchers • Maintain electronic calendars • Assist with drafting, transcribing and typing various documents • Arrange meetings, conferences, training sessions, etc.
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12	<p>Assist, Complete, Contact, Enter, File, Generate, Identify, Maintain, Perform, Prepare, Process, Provide, Record, Retrieve, Review, Scan, Sort, Support, Track, Utilize, Verify</p> <p style="text-align: center;">Examples</p> <p><i>Senior Clerk</i></p> <ul style="list-style-type: none"> • Assist in amending, flagging and/or correcting documents utilizing written procedures and checklists • Assist in reviewing documents for completeness and follow-up for missing documents • Assist to complete weekly reports 		

ACTION VERBS FOR HRI



<p>13</p>	<p>Access, Arrange, Assemble, Assist, Compile, Disseminate, Draft, Edit, Maintain, Order, Perform, Prepare, Process, Provide, Respond, Review, Schedule, Track, Transcribe</p> <p style="text-align: center;">Examples</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><i>Administrative Aide</i></p> <ul style="list-style-type: none"> • Schedule and coordinate meetings with external partners • Handle logistics involved in scheduling meetings • Maintain office policy documents • Assist with creating and/or editing presentations, documents, spreadsheets, etc. for meetings </td> <td style="vertical-align: top;"> <p><i>Contract Processing Specialist II</i></p> <ul style="list-style-type: none"> • Review fiscal documents for completeness, accuracy, adherence to fiscal policies • Provide technical assistance • Provide follow up regarding payments and vouchers </td> </tr> </table>	<p><i>Administrative Aide</i></p> <ul style="list-style-type: none"> • Schedule and coordinate meetings with external partners • Handle logistics involved in scheduling meetings • Maintain office policy documents • Assist with creating and/or editing presentations, documents, spreadsheets, etc. for meetings 	<p><i>Contract Processing Specialist II</i></p> <ul style="list-style-type: none"> • Review fiscal documents for completeness, accuracy, adherence to fiscal policies • Provide technical assistance • Provide follow up regarding payments and vouchers
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<p>14</p>	<p>Assist, Collect, Complete, Create, Document, Draft, Enter, Gather, Interact, Maintain, Perform, Prepare, Process, Provide, Respond, Retain, Review, Support, Track, Update, Utilize</p> <p style="text-align: center;">Examples</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><i>Program Research Specialist I</i></p> <ul style="list-style-type: none"> • Collect, compile, and assist with preparing reports of surveillance data • Assist in performing analyses • Clean and submit data • Prepare data for analysis </td> <td style="vertical-align: top;"> <p><i>Program Assistant</i></p> <ul style="list-style-type: none"> • Assist in the preparation and dissemination of program reports • Assist in gathering information for reports, briefs, and materials • Assist with the creation of surveys and maintenance of databases • Provide programmatic and administrative support </td> </tr> </table>	<p><i>Program Research Specialist I</i></p> <ul style="list-style-type: none"> • Collect, compile, and assist with preparing reports of surveillance data • Assist in performing analyses • Clean and submit data • Prepare data for analysis 	<p><i>Program Assistant</i></p> <ul style="list-style-type: none"> • Assist in the preparation and dissemination of program reports • Assist in gathering information for reports, briefs, and materials • Assist with the creation of surveys and maintenance of databases • Provide programmatic and administrative support
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<p>16</p>	<p>Assess, Assist, Compile, Correspond, Draft, Educate, Enter, Facilitate, Gather, Generate, Maintain, Monitor, Perform, Prepare, Present, Process, Provide, Review, Train</p> <p style="text-align: center;">Examples</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><i>Public Health Representative II</i></p> <ul style="list-style-type: none"> • Perform disease screening activities • Educate patients about disease processes, procedures, treatments and prevention • Enter data into surveillance systems and ensure data quality • Gather information pertinent to case investigation </td> <td style="vertical-align: top;"> <p><i>Assistant Health Program Administrator</i></p> <ul style="list-style-type: none"> • Assist in the coordination of, prepare, process, and track all grant related transactions • Assist with compiling narratives, work plans and budgets from multiple sources • Assist with preparing budget summaries </td> </tr> </table>	<p><i>Public Health Representative II</i></p> <ul style="list-style-type: none"> • Perform disease screening activities • Educate patients about disease processes, procedures, treatments and prevention • Enter data into surveillance systems and ensure data quality • Gather information pertinent to case investigation 	<p><i>Assistant Health Program Administrator</i></p> <ul style="list-style-type: none"> • Assist in the coordination of, prepare, process, and track all grant related transactions • Assist with compiling narratives, work plans and budgets from multiple sources • Assist with preparing budget summaries
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ACTION VERBS FOR HRI



<p>18</p>	<p>Analyze, Compile, Complete, Contribute, Coordinate, Create, Develop, Educate, Ensure, Evaluate, Identify, Interpret, Maintain, Organize, Participate, Perform, Prepare, Present, Provide, Review, Serve, Supervise, Track, Train</p> <p style="text-align: center;">Examples</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><i>Program Research Specialist II</i></p> <ul style="list-style-type: none"> • Generate and review data reports to ensure timeliness, completeness and accuracy of data collected • Identify procedural weaknesses and provide recommendations for improvement • Perform data quality assurance, control and analysis • Contribute to the development and dissemination of findings to conference abstracts, posters or oral presentations, and/or manuscripts </td> <td style="width: 50%; vertical-align: top;"> <p><i>Health Program Administrator</i></p> <ul style="list-style-type: none"> • Review, approve and process contracts, budget modifications, and vouchers • Ensure compliance with policies and procedures and funding-specific requirements • Ensure coordination of expenditure and program activity • Contribute to monitoring contractor progress and performance by conducting sites visits </td> </tr> </table>	<p><i>Program Research Specialist II</i></p> <ul style="list-style-type: none"> • Generate and review data reports to ensure timeliness, completeness and accuracy of data collected • Identify procedural weaknesses and provide recommendations for improvement • Perform data quality assurance, control and analysis • Contribute to the development and dissemination of findings to conference abstracts, posters or oral presentations, and/or manuscripts 	<p><i>Health Program Administrator</i></p> <ul style="list-style-type: none"> • Review, approve and process contracts, budget modifications, and vouchers • Ensure compliance with policies and procedures and funding-specific requirements • Ensure coordination of expenditure and program activity • Contribute to monitoring contractor progress and performance by conducting sites visits
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<p>20</p>	<p>Assess, Collaborate, Communicate, Coordinate, Develop, Educate, Evaluate, Facilitate, Identify, Integrate, Investigate, Monitor, Plan, Prepare, Process, Review, Supervise, Train, Update</p> <p style="text-align: center;">Examples</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><i>Evaluation Specilaist II</i></p> <ul style="list-style-type: none"> • Summarize findings, and develop narratives from analyses. • Develop reports to evaluate the data quality of abstractions • Identify and evaluate gaps in reporting • Develop, update and contribute to the development of standard operating procedures </td> <td style="width: 50%; vertical-align: top;"> <p><i>Sr. Health Program Coordinator</i></p> <ul style="list-style-type: none"> • Coordinate and/or assist in the coordination of providing guidance for program activities to ensure progress towards long term goals • Contribute to the identification of program monitoring tools and surveys • Review and promote curriculum materials and resources • Identify effective outreach strategies </td> </tr> </table>	<p><i>Evaluation Specilaist II</i></p> <ul style="list-style-type: none"> • Summarize findings, and develop narratives from analyses. • Develop reports to evaluate the data quality of abstractions • Identify and evaluate gaps in reporting • Develop, update and contribute to the development of standard operating procedures 	<p><i>Sr. Health Program Coordinator</i></p> <ul style="list-style-type: none"> • Coordinate and/or assist in the coordination of providing guidance for program activities to ensure progress towards long term goals • Contribute to the identification of program monitoring tools and surveys • Review and promote curriculum materials and resources • Identify effective outreach strategies
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<p>23</p>	<p>Analyze, Assign, Communicate, Coordinate, Design, Develop, Document, Establish, Evaluate, Implement, Maintain, Monitor, Plan, Prepare, Promote, Research, Report, Supervise, Train</p> <p style="text-align: center;">Examples</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><i>Program Research Specialist III</i></p> <ul style="list-style-type: none"> • Coordinate and provide oversight for the collection, reporting, and monitoring of data • Provide technical guidance on data collection methods • Monitor and evaluate published literature and available data to interpret statistics and develop conclusions • Develop and implement streamlined methods for collecting, tracking and interpreting data </td> <td style="width: 50%; vertical-align: top;"> <p><i>Health Program Administrator I</i></p> <ul style="list-style-type: none"> • Coordinate the development of work plans, budgets, and process for monitoring progress • Plan, coordinate, and conduct site/monitoring visits to evaluate provider effectiveness • Perform comprehensive reviews of bi-monthly narrative reports as submitted by assigned contractors to assess program successes, challenges, and achievement of program metrics/deliverables. </td> </tr> </table>	<p><i>Program Research Specialist III</i></p> <ul style="list-style-type: none"> • Coordinate and provide oversight for the collection, reporting, and monitoring of data • Provide technical guidance on data collection methods • Monitor and evaluate published literature and available data to interpret statistics and develop conclusions • Develop and implement streamlined methods for collecting, tracking and interpreting data 	<p><i>Health Program Administrator I</i></p> <ul style="list-style-type: none"> • Coordinate the development of work plans, budgets, and process for monitoring progress • Plan, coordinate, and conduct site/monitoring visits to evaluate provider effectiveness • Perform comprehensive reviews of bi-monthly narrative reports as submitted by assigned contractors to assess program successes, challenges, and achievement of program metrics/deliverables.
<p><i>Program Research Specialist III</i></p> <ul style="list-style-type: none"> • Coordinate and provide oversight for the collection, reporting, and monitoring of data • Provide technical guidance on data collection methods • Monitor and evaluate published literature and available data to interpret statistics and develop conclusions • Develop and implement streamlined methods for collecting, tracking and interpreting data 	<p><i>Health Program Administrator I</i></p> <ul style="list-style-type: none"> • Coordinate the development of work plans, budgets, and process for monitoring progress • Plan, coordinate, and conduct site/monitoring visits to evaluate provider effectiveness • Perform comprehensive reviews of bi-monthly narrative reports as submitted by assigned contractors to assess program successes, challenges, and achievement of program metrics/deliverables. 		

ACTION VERBS FOR HRI

25	<p>Analyze, Define, Develop, Establish, Evaluate, Execute, Expand, Facilitate, Formulate, Guide, Implement, Lead, Manage, Optimize, Oversee, Perform, Present, Refine, Report, Represent, Submit, Supervise, Train, Validate</p> <p style="text-align: center;">Examples</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><i>Program Manager</i></p> <ul style="list-style-type: none"> • Oversee and facilitate program planning and implementation • Oversee program work plans and provide guidance to staff • Lead program planning, strategic planning and procurement development • Lead, develop and oversee the implementation of new initiatives </td> <td style="width: 50%; vertical-align: top;"> <p><i>Health Program Administrator II</i></p> <ul style="list-style-type: none"> • Oversee and develop program benchmarks and mechanisms for measuring progress and outcomes • Provide recommendations related to program policy and standards • Develop program standards, guidance, monitoring tools and monthly program and data reports • Oversee program performance, trends and emerging issues </td> </tr> </table>	<p><i>Program Manager</i></p> <ul style="list-style-type: none"> • Oversee and facilitate program planning and implementation • Oversee program work plans and provide guidance to staff • Lead program planning, strategic planning and procurement development • Lead, develop and oversee the implementation of new initiatives 	<p><i>Health Program Administrator II</i></p> <ul style="list-style-type: none"> • Oversee and develop program benchmarks and mechanisms for measuring progress and outcomes • Provide recommendations related to program policy and standards • Develop program standards, guidance, monitoring tools and monthly program and data reports • Oversee program performance, trends and emerging issues
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27	<p>Analyze, Assist in Directing, Cultivate, Define, Demonstrate, Develop, Ensure, Establish, Evaluate, Facilitate, Guide, Lead, Manage, Oversee, Plan, Promote, Represent, Resolve, Review, Supervise</p> <p style="text-align: center;">Examples</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><i>Job title to determined by the Hiring Program and HRI HR</i></p> <ul style="list-style-type: none"> • Provide high-level expertise, guidance, education and training • Manage and lead collaborations with local health departments, healthcare facilities, healthcare coalitions, and other public health partners • Manage and oversee of all grant contract development, execution, reimbursement, monitoring and closeout </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Assist in directing, initiating and fostering collaborative relationships with internal and external partners and stakeholders • Manage and lead on-going outreach and education • Lead and/or assist in directing performance improvement activities </td> </tr> </table>	<p><i>Job title to determined by the Hiring Program and HRI HR</i></p> <ul style="list-style-type: none"> • Provide high-level expertise, guidance, education and training • Manage and lead collaborations with local health departments, healthcare facilities, healthcare coalitions, and other public health partners • Manage and oversee of all grant contract development, execution, reimbursement, monitoring and closeout 	<ul style="list-style-type: none"> • Assist in directing, initiating and fostering collaborative relationships with internal and external partners and stakeholders • Manage and lead on-going outreach and education • Lead and/or assist in directing performance improvement activities
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29/31/33	<p>Assign, Develop, Direct, Expand, Explore, Formulate, Furnish, Identify, Improve, Lead, Manage, Monitor, Oversee, Plan, Review, Supervise</p> <p style="text-align: center;">Examples</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><i>Job title to determined by the Hiring Program and HRI HR</i></p> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Direct and oversee the implementation to special projects • Direct and provide guidance to staff • Furnish policy interpretation and guidance • Formulate optimal strategies for planning, prioritizing, developing, promoting, implementing and evaluating programs and services. </td> </tr> </table>	<p><i>Job title to determined by the Hiring Program and HRI HR</i></p>	<ul style="list-style-type: none"> • Direct and oversee the implementation to special projects • Direct and provide guidance to staff • Furnish policy interpretation and guidance • Formulate optimal strategies for planning, prioritizing, developing, promoting, implementing and evaluating programs and services.
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ONLINE RESUME RESOURCES

[Federal and Private Sector Public Health Resume Tips](#)

[CUNY Graduate School of Public Health & Policy](#)

[PublicHealth.org](#)

[Society for Human Resource Management \(SHRM\)](#)

[Cornell University](#)

[Columbia: Mailman School of Public Health](#)

HOW CAN I HELP?

"Sometimes when you're in a dark place you think you've been buried, but you've actually been planted."

— Christine Caine, Activist



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QUESTIONS?



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CLOSING REMARKS



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UPCOMING EVENTS

- **NYSPHC Fellow Town Hall**
 - **April 23rd, 2025: 1:00pm-1:50pm**
- The NYSPHC Team will continue to provide professional and career development trainings for Fellows. More information to come!
 - Topics may include:
 - Interviewing skills
 - Creating an elevator pitch and speed networking
 - Leadership styles
 - Communication skills

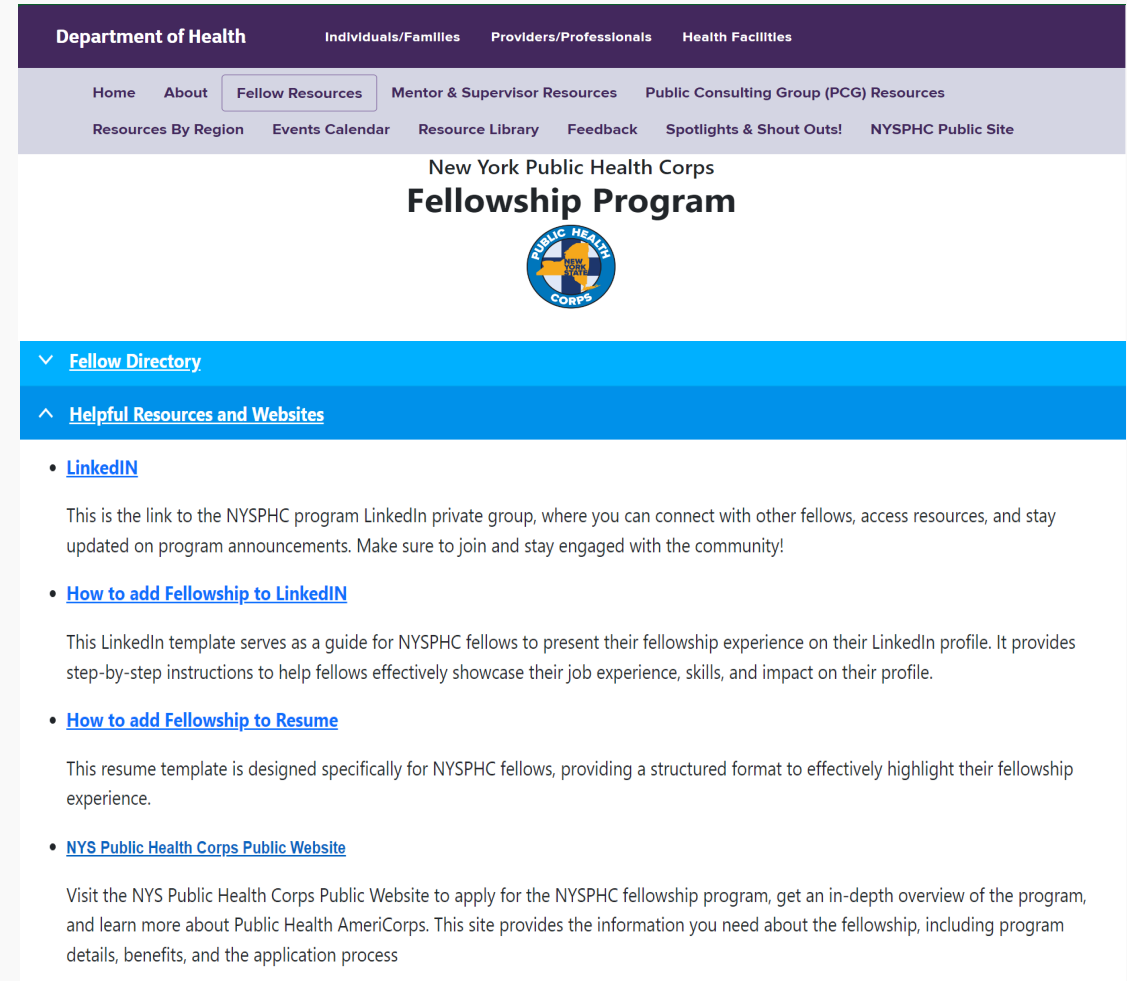
RESOURCES ON T&R WEBSITE!

Resume Template

- Tailored specifically for NYSPHC Fellows
- Provides a structured format to effectively showcase fellowship experience

LinkedIn Template

- Step-by-step guide for presenting fellowship experience on LinkedIn
- Helps fellows highlight job experience, skills, and impact on their profiles



The screenshot shows the website for the New York Public Health Corps Fellowship Program. The navigation bar includes 'Department of Health' and sub-sections for 'Individuals/Families', 'Providers/Professionals', and 'Health Facilities'. The main menu has 'Home', 'About', 'Fellow Resources' (highlighted), 'Mentor & Supervisor Resources', and 'Public Consulting Group (PCG) Resources'. A secondary menu includes 'Resources By Region', 'Events Calendar', 'Resource Library', 'Feedback', 'Spotlights & Shout Outs!', and 'NYSPHC Public Site'. The page title is 'New York Public Health Corps Fellowship Program' with the NYSPHC logo. A blue bar contains two expandable sections: 'Fellow Directory' and 'Helpful Resources and Websites'. Under 'Helpful Resources and Websites', there are four links with descriptions: 'LinkedIn' (link to a private group), 'How to add Fellowship to LinkedIn' (template guide), 'How to add Fellowship to Resume' (resume template), and 'NYS Public Health Corps Public Website' (application information).

NEW RESOURCES ON THE T&R WEBSITE

- **Mental Health Resources**

- This section provides information for NYSPHC Fellows looking for health and wellness resources.

- **Public Health Careers**

- This section provides information for NYSPHC Fellows looking for resources on next steps in their Public Health journey post Fellowship.



New York Public Health Corps
Fellowship Program



SHOUT OUT

NYSPHC Training and Resources Website



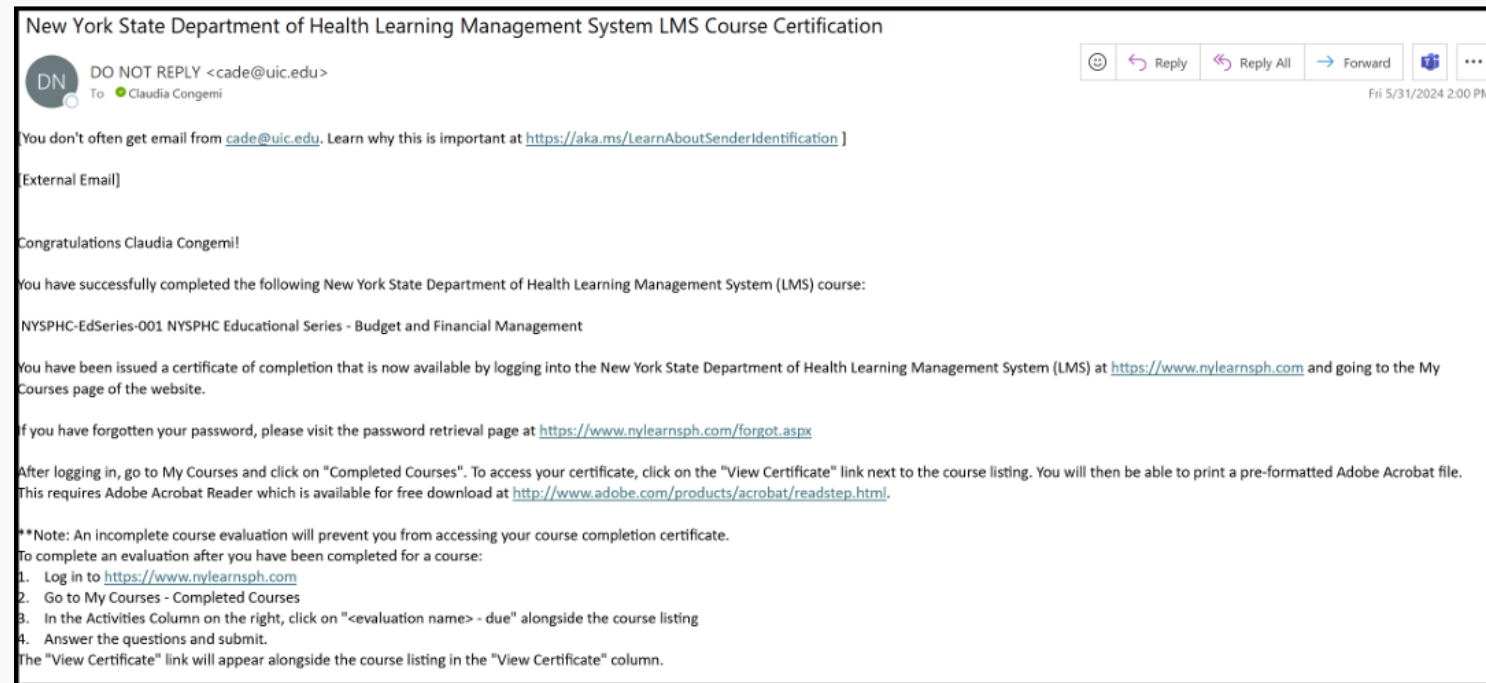
SHOUT OUT

NYSPHC Training and Resources Website



EDUCATIONAL SERIES UPDATE

- As a reminder, participation in the Educational Series is no longer required.
- Once you submit and pass each quiz, you will receive an email for each course confirming that you completed the quiz and course. Now you can access your course certificate.



NYSPHC LINKEDIN GROUP

- Stay connected with NYSPHC on LinkedIn
 - Continue the conversation from today's session
 - Stay updated on public health events
 - Engage with polls and share your insights



REMINDER: EMPLOYEE ASSISTANCE PROGRAM



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Help for what matters most

Your employee assistance program

Our Employee Assistance Program offers services to help promote well-being and enhance the quality of life for you and your family.

Support and guidance is available for assistance with family and personal issues online at worklife.uprisehealth.com and by phone at 1-800-386-7055.

Help with health	Help with family	Help with legal and financial
<ul style="list-style-type: none"> • Healthy living • Stress management • Mental health • Diet and fitness • Overall wellness 	<ul style="list-style-type: none"> • Parenting support • Child and elder care • Learning programs • Special needs help 	<ul style="list-style-type: none"> • Legal issues • Will preparation • Taxes and debt • ID theft services • Financial tools and assistance • Medical bill negotiation tools

Connect to a counselor for complimentary support services:

Email: eapcounselor@uprisehealth.com

Phone: 1-800-386-7055

Available 24 hours a day, 7 days a week*

Web: worklife.uprisehealth.com
(Access code: worklife)

When calling for assistance please use the following information

Employer - Staffing Solutions Organization

Group Number - G-540112

*Office hours: Monday-Friday 8am-4pm PST. Live answer exchange available after hours. The Employee Assistance Program services are provided by Uprise Health, and its contractors. Guardian does not provide any part of the Employee Assistance Program. Guardian is not responsible or liable for care or advice given by any provider or resource under the program. This information is for illustrative purposes only. It is not a contract. Only the Administration Agreement can provide the actual terms, services, limitations and exclusions. Guardian and Uprise Health reserve the right to discontinue the Employee Assistance Program program at any time without notice. Legal services provided through the Employee Assistance Program will not be provided in connection with or preparation for any action against Guardian, Uprise Health or your employer. The Employee Assistance Program is not an insurance benefit and may not be available in all states. (Future written communications may be in English only.) The Guardian Life Insurance Company of America, New York, NY; Uprise Health, Laguna Niguel, CA. Guardian® is a registered trademark of The Guardian Life Insurance Company of America and is used with express written permission. © Copyright 2022 The Guardian Life Insurance Company of America.

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