

**\*\*This template now includes information on how to add conference presentations and posters, plus professional certificates earned during your Fellowship, to your resume\*\***

# John Smith

Town, NY | Phone Number | [Email](#)

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## EDUCATION:

**University at United States, The State University of the United States** **United States**  
*Master of Public Health* **May 2020**  
Overall GPA: 4.0

**College at United States, The State College of the United States** **United States**  
*Bachelor of Science/Arts in Public Health* **May 2016**  
Overall GPA: 4.0, Summa Cum Laude

## WORK EXPERIENCE:

**Town County Department of Health/Host Organization** **Town, NY**  
*Public Health Fellow III – New York State Public Health Corps Fellowship* **August 2024 - Present**

- Employed by Staffing Solutions Organization; selected as a Fellow by [insert host organization name].
- Assist in tracking and documenting MRC trainings and drafting related communications.
- Support Citizen Preparedness initiatives by assessing community data to identify priority areas, drafting communications, and coordinating with community agencies to secure event locations.
- Develop tracking platforms to document outreach efforts and assist in creating presentations.

-or-

**Staffing Solutions Organization – Town County Department of Health/Host Organization** **Town, NY**  
*Public Health Fellow III – New York State Public Health Corps Fellowship* **August 2024 - Present**

- Employed by Staffing Solutions Organization; selected as a Fellow by [insert host organization name].
- Assist in tracking and documenting MRC trainings and drafting related communications.
- Support Citizen Preparedness initiatives by assessing community data to identify priority areas, drafting communications, and coordinating with community agencies to secure event locations.
- Develop tracking platforms to document outreach efforts and assist in creating presentations.

## PROFESSIONAL CERTIFICATIONS:

**Public Health Essentials- Cornell University Certificate Program** **December 2024**

- Public Health Principles, Health Equity, Data Interpretation, Critical Communication

**Building Expertise in Administration & Management - University of Miami** **May 2025**

- Foundations: Strategic Problem Definition, Budgeting, Procurement, Contracts, Contract Monitoring, Financial Health

## SKILLS:

- |                            |                       |                        |
|----------------------------|-----------------------|------------------------|
| • Health Education         | • Program Development | • Health Communication |
| • Epidemiological Analysis | • Data Interpretation | • Grant Writing        |
| • Community Outreach       | • Policy Advocacy     | • Public Speaking      |

## ACHIEVEMENTS:

### **Presentations**

- Snow, J. (2025). Using Public Health to Connect Communities. Accepted for oral presentation/poster presentation. NYSPHC Annual Summit, Albany, NY.

**Disclaimer:** This resume template is intended as a guide for creating your own resume. The work experience, professional certifications, and skills provide a foundation for potential options to further expand upon. While it provides a framework, it is important to customize the content to accurately reflect your skills, experiences, and qualifications. Ensure that all your information is truthful and relevant to the position you are applying for. The use of this template does not guarantee employment or an interview.