

Resume to Reflect Leadership

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Components:

Name, Address, Email

LinkedIn URL

*Professional Profiles Summary*

Education  
*Experience*

*Previous Experience*

Awards, Accomplishments, Presentations, Publications

**Professional Profile Summary:**

1. What are you **really** good at in GME?

2. What skills do you possess that make you a good leader in the field?

3. What are your plans going forward?

Sample Structure: Driven and enthusiastic \_\_\_\_\_ with experience in \_\_\_\_\_ and success in \_\_\_\_\_. Recognized for the ability to \_\_\_\_\_\_\_ and \_\_\_\_\_\_. Areas of expertise (or strengths) include \_\_\_\_\_, \_\_\_\_\_\_, and \_\_\_\_\_. \*

Can be used as your “About” portion of LinkedIn!

**Experience/Previous Experience:**

What condition(s) have I improved while in this role?

What have I created while in this role?

What have I restructured?

Has our program grown? Added fellowships?

Has our program achieved accreditation?

Have we eliminated citations?

Who do I collaborate with and why?

Example:

BAD: Oversee residency program budget

BETTER: Develop and manage a $6.8 million budget in collaboration with Director of Finance

Tips:

Use strong action verbs (current tense if you’re doing it/past tense if you used to do it)

Use data when possible. How many applicants did you interview? How large is your budget?

Finish with a result, outcome, or benefit

Do not repeat accomplishment statements

3-5 accomplishment statements per experience

Only go back 10 years#

Highlight leadership and/or managerial experience

Use job descriptions!

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