

# **RESUME GUIDELINES**

## **FOR MLS APPLICATION**

PLEASE NOTE: The resume does not have to be limited to one page. It is advisable to keep it to a maximum of three typed pages, however. Following are guidelines for the resume. Please be thorough. This is an opportunity for the applicant to introduce himself / herself to the MLS Selection Committee.

### **Name, Current Address, Phone #**

### **Previous Degrees:**

List degree(s), major(s), date and place awarded

### **Academic Achievements / Honors & Awards: (college only)**

Honors courses, health care related courses not including pre-requisites, Dean's List, honor rolls, scholarships, community awards, etc.

### **Laboratory / Work Experience (starting with most recent and concurrent with college education):**

Position, employer, dates of employment, brief description of duties and primary achievements. Hours per week for last two years.

### **Community Service / Leadership Positions (starting with most recent and concurrent with college education):**

Volunteer activities/organizations/clubs: positions, descriptions, dates. Hours per week for last two years.

### **Other Relevant Experiences:**

Such information as study abroad, conferences, competitions, internships, research opportunities, second language, etc.