

# PERSONAL STATEMENT

## **WHY IS NUTRITION AND DIETETICS IMPORTANT TO YOU?**

- Why do you want to enter this field specifically?
- Be personal, but not overly personal
- Do not be vague
- This is a point where you can talk about the field in dietetics you are interested in and experiences you have related to the field
- How will the program help you meet the niche you are interested in?

## **WHAT HAS PREPARED YOU FOR A DIETETIC INTERNSHIP?**

- Touch on experiences that show leadership, management, and responsibility
- Explain how you were successful in completing important tasks. Provide numbers if you are writing about a management area

## **WHAT ARE YOUR SHORT- AND LONG-TERM GOALS?**

- Short-term: 5 years
- Long-term: 15-20 years
- Include leadership and professional development into your goals
- Include how the specific program will help you reach those goals

## **STRENGTHS? WEAKNESSES?**

- Provide examples of ALL strengths
- Leadership strength: explain organization's accomplishment or a successful project that you led
- Communication: explain the variety of communication styles that you are able to connect through or if you maintain a blog, are a great public speaker, and so on
- Time management: explain strategies to time management that you have used (ex: working part time while having a leadership role in a student org and maintaining a 3.8 GPA)
- Pick one specific experience that really shows your strengths and write about it to demonstrate your accomplishment in that scenario
- Show that you are ACTIVELY improving or plan to improve on your weaknesses
- If you have a lack of experience in a certain field, will you improve this in or before the internship?
- GPA: retaking classes
- Team work: explain tactics that you are starting to incorporate to improve
- DO NOT be cliché in your weaknesses. Be honest and support your weakness with improvement.

## **WHY ARE YOU APPLYING TO XXX DIETETIC INTERNSHIP?**

- Focus on what makes this internship different than the rest and how the uniqueness related to your goals. Read up on the internship and highlight areas in their rotations you are interested in

# RESUME GUIDE

## HEADING AND PROFESSIONALISM

- Include your name, phone number, email address
- Make sure you are using a professional email address. If you do not have one, create one.
- Change your voicemail greeting to be professional, including your full name and what you would like them to include in their voicemail message
- Use your current address (ex: campus address) as well as your permanent address
- Include your e-portfolio if you have one or any blog or website if it is a positive page that reflects your professional self
- There is no need to include a references section
- Consider changing your Facebook/social media settings in content will turn away directors

## EDUCATION

- Include universities attended, stating dates of graduation and major/degree achieved
- Include anticipated graduation date, if still in school
- Stating GPA is optional. If GPA is impressive or important to the program you are applying to, you may want to include it.

## EXPERIENCE

- You may separate volunteer experience from work experience, if necessary. Use different action verbs for each position held
- List experiences in chronological order (most recent to least recent)
- Use numerical values to state the influence you had in your position when applicable
- Highlight on dietetics experience and roles that reflect your ability to be a great dietetic intern
- Experiences should include dietetics related volunteer positions and internships completed
- Include certificates you have that are important (ex: CPR/First Aid, ServSafe Certification, etc)

## CONTENT AND FORMAT

- Include experiences that set you apart
- Use verbs such as organized, implemented, executed, etc
- Non-dietetics jobs: relate to dietetics using the skills that you used and the effectiveness of your role
- Focus on job accomplishments rather than job duties (this is where numerical values become handy)
- Use 10-12 point font with 0.5" margins
- Remove the objective section if space is needed
- 1 page is ideal. Only use 2 pages if all information is necessary

## KEY WORDS

- Use nouns and action verbs that highlight techniques and professional areas of expertise
- Highlight skills that you have or used in work/volunteer experience that will be important to the dietetic internship
- Use specific and detailed job titles

# VOLUNTEER EXPERIENCES

## **GAIN EXPERIENCE IN FIELDS YOU ARE INTERESTED IN**

- If you are interested in community nutrition, start volunteering at your local food bank or see if your student organization has any upcoming events to participate in
- Volunteering is a time to see which field you are most interested in and also make connections within the field
- Take advantage of Spring and Winter break by putting in hours within the community

## **MAKE THE INITIATIVE**

- Be proactive about gaining experience. This shows that you are able to manage multiple things at once, providing proof that you have successful time management skills
- Research companies, hospitals, organizations, and dietitians to see if they have established internships or opportunities to volunteer. If they don't, ask if there is any way to help/volunteer. If you don't ask, the answer is always no! There may be a specific task they need to be completed but couldn't find the help.

## **EXPOSE YOURSELF TO DIFFERENT FIELDS**

- You will experience different fields in your DI rotations so you might as well start early!
- Having experience in different fields will improve your application and also make you more comfortable during your DI
- Try gaining experience in clinical, food service, and community areas since these are the main rotations in your internship
- This will also give you a variety of experiences to expand on in your personal statement and fill gaps that may be considered weaknesses

## **EXAMPLES OF VOLUNTEER ACTIVITIES**

- Contact the nutrition department at hospitals and clinics near you to see if they offer any paid or volunteer opportunities to gain clinical experience
- Contact long-term care facilities to see if they have volunteer activities within the dietary department
- Consider shadowing dietitians to get a better understanding of the field and job duties of their position as a RDN
- Volunteer at the farmer's market
- Contact Head Start to see if they have any volunteer or internship positions. Many of these will include developing lessons and activities
- Contact your home-delivered meal service, such as Peace Meal, to see if they have any volunteer opportunities such as a delivery driver
- Contact the food service department in hospitals, long-term care facilities, colleges, and universities to see if there is the possibility of shadowing the dietitian or foodservice director

# AWARDS AND LEADERSHIP ACTIVITIES

## **HIGHLIGHT ON LEADERSHIP SKILLS**

- Get involved with your student dietetic association and try to acquire a role on the executive board
- Join other student organizations on campus
- Use these experiences to demonstrate your importance in the creation of a fundraiser, the coordination of food drives, or your ability to present intricate information. All of these experiences demonstrate important skills for the dietetic internship
- If possible, try to show entrepreneurship in addition to leadership by starting a new nutrition education program in the community through your school or creating a fundraiser for a specific nutrition related cause

## **INCLUDE EXTRACURRICULAR ACTIVITIES**

- Track the hours that you spend with extracurricular activities such as being on the soccer team, volleyball team, etc. Accounting for these hours show that you have time management skills
- If you had a leadership role within these activities (such as being the captain) make sure to mention this
- Include activities/achievements that you helped your team achieve

## **DOCUMENT AWARDS AND SCHOLARSHIPS RECEIVED**

- Save letters that state you were on the Dean's list, President's list, etc. These will usually say what semester and year the award was received. If they do not, make sure to include it when you document the award
- Include merit and non merit scholarships that were awarded to you. For example, state if you received a honor society scholarship and what was required in order to receive and maintain the scholarship.
- Most scholarships require a minimum GPA, therefore this shows that you are able to maintain your GPA while being involved in extracurricular activities
- Include awards that you achieved through extracurricular activities, student organizations, and community involvement. You may also note if you were awarded employee of the month or year at your place of employment (including the amount of individuals eligible for this award)