

Lauren Newman

5452 South Court Street | Cleveland, MS 38732 | 662.415.4251 | newman7@utk.edu 513.288.0494

SKILLS

Microsoft Word, Excel, PowerPoint, Fluent Spanish, CPR Certified w/ AED Training

CERTIFICATION

July 20XX

Mississippi Dept. of Health Nurse Aide Registry

Licensed State Tested Nurse Assistant

September 20XX

Collaborative Institutional Training Initiative

NDS Certification

**SAMPLE
RESUME**

EDUCATION

20XX – 20XX

Delta State University

Bachelor of Science in Nutrition & Dietetics | GPA: 3.25

Cleveland, Mississippi

20XX – 20XX

University of Tennessee

Bachelor of Nutrition & Dietetics | Cum Laude | GPA: 3.34

Knoxville, Tennessee

WORK EXPERIENCE

20XX – Present

Aramark

Cleveland, Mississippi

- Student Nutrition Educator for the Student Health Center and dining services at Delta State University; working with professional health educators to develop, implement, and evaluate nutrition education programs; provide one-on-one information sessions

20XX – 20XX

ICAN Lab

Knoxville, Tennessee

- University of Tennessee undergraduate lab exposing students to concepts surrounding infant feeding choices, behaviors, and related health outcomes

20XX – 20XX

Play Food Research

Knoxville, Tennessee

- Undergraduate research assistant for research on the 'Influences on Parental Play Food Purchase and Play Food's Relation to Children's Food Preferences'

VOLUNTEER EXPERIENCE

20XX – 20XX

Girls on the Run

Greenwood, Tennessee

- Volunteer leader w/ MS Dept of Health Services; after-school program for 8-14 year-old girls about healthy lifestyles; generated self-respect through exercise and nutrition

20XX – 20XX

Blount County Fun and Fitness Festival

Memphis, Tennessee

- Planned and managed a nutrition booth accompanied by a Registered Nutritionist; activities included discussing the benefits of nutrition and healthy living habits.

October 20XX

Knoxville Coalition on Childhood Obesity

Knoxville, Tennessee

- Part-time volunteer at East Knoxville County Elementary

January 20XX

Heart Wise Community Education

Knoxville, Tennessee

- Part-time volunteer at the UT Medical Hospital

HONORS

Sigma Alpha Lambda; Mississippi Nutrition Association; Knoxville District Dietician Association; Undergraduate Nutrition Student Association; UT Field Hockey and Lacrosse, Team Member, 20XX – 20XX; UT Spanish Club Member, 20XX – 20XX

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REFERENCES

Dr. Jamie Long

Assistant Director

Mississippi Department of Health Services

P.O. Box 132

Jackson, MS 38119

601.253.2325

Jamie.long@msdhs.ms.us

**SAMPLE
REFERENCES**

Dr. James West

Academic Advisor

Delta State University

DSU Box 546

Cleveland, MS 38732

662.846.4563

jwest@deltastate.edu

Mrs. Wynita Johnson

Academic Professor of Nutrition & Dietetics

University of Tennessee

112 Stone Street

Knoxville, TN 65389

652.223.4525

wynitajohnson@utknoxville.edu

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December 23, 20XX

University of Missouri
8621 Creek wood Lane
Marienville, MO 45039
513-288-0494

**SAMPLE
Cover Letter**

To Whom It May Concern:

I am interested in being accepted into your Master's of Nutrition and Dietetics Internship program at the University of Missouri. I am currently a senior in the nutrition program at Delta State University in conjunction with the University of Tennessee, Knoxville and plan to graduate with a bachelor's degree in nutrition in May 20XX. I heard about this opportunity through the Undergraduate Nutrition Student Association at the University of Tennessee.

I am a member of the Undergraduate Nutrition Student Association at University of Tennessee and the Knoxville District Dietetic Association as well as the sister affiliate, Mississippi Nutrition Association. I have a great deal of experience working and collaborating with other nutritionists and registered dieticians. This past spring I collaborated with Dr. Jamie Long, to plan the NEAT program and Girls on the Run program; both have provided me with great practice as a nutrition educator. In these programs I lead nutrition and healthy living lessons for local students. Also, my job experience as the Student Nutrition Educator for the Student Health Center and Aramark dining services at Delta State University have provided me with knowledge in nutrition education and food service. In the past I have also helped out with a number of Knox County Coalition on Childhood Obesity events in the area.

In addition, I have skills in building relationships and communicating. Skills I possess include patience, goal setting attitude, and good management of time. I enjoy working with the public, as well, demonstrating products, and educating others in their uses. This dietetic internship would provide me with the ideal opportunity to assist with your program and to broaden my nutrition knowledge.

For more information about myself I invite you to visit my online portfolio at: <http://lmnewman7.blogspot.com>, which includes work samples, career goals, work experience and more. I look forward to speaking with you regarding this opportunity. Thank you for your consideration.

Sincerely,

Lauren Newman

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Enclosure

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Nutrition and Dietetics Interview Questions

- Describe how you like to be supervised. What kinds of questions and decisions would you typically bring to your supervisor for discussion?
- Relate an example of when you chose not to involve your supervisor in a problem or issue and why not. This example could be from a non-paid position.
- Describe your experience working with socially, economically and/or culturally diverse populations. Why did you choose to work with this audience?
- Why do you think that it is important for UW-Extension to offer the programs it does? How would you explain the need for these programs to a friend who was skeptical about them?
- What characteristics do you have that make you a good at teaching people?
- Describe a time when you helped someone with a diverse background such as (give an example from your county) learn something. How did you make it a positive and effective experience?
- Describe your experience working as part of a team on either a paid or non-paid basis. Give an example of how your team solved a problem and tell us about your role in the process.
- Describe a time when you had to use verbal communication skills to get a point across or to help someone understand your way of thinking.
- Describe the records and reports you have had to complete. What did you do to ensure they were completed accurately and on time?
- Is there anything that will prevent you from traveling?
- Tell us about your knowledge of food and nutrition.
- What are your thoughts on or experience with: My Pyramid food guidance from the USDA? Pre-natal nutrition? Feeding babies and young children? Food safety, food shopping and food choices to stretch food dollars?
- Describe your experience working with families who are living with limited economic resources.
- Did you do anything differently than you would with families not on a limited income? Why or why not?
- Describe your leadership experiences(s) and give an example of a time when your leadership role made a difference.
- Tell us about a time when you had to help someone learn something. What did you do? What worked and what didn't?
- What agencies and community organizations in our county are you familiar with?
- Suppose you had a disagreement with someone in an agency not affiliated with the University system. How would you solve it?
- How did you find out about the job opening/internship?
- Why did you leave your last job(s) or why are you planning to leave? What would have made a difference in your job to keep you there?
- Describe the job or volunteer accomplishment you are most proud of.
- What do you think will be the most challenging part of this job and why?
- Why do you think you are the best candidate for this job?
- What school or life experiences have you had that will help you in this job?
- What motivates you to go that "extra" mile?
- What other kinds of jobs are you applying for? Do you have any offers now, which require a decision by a certain date?
- If you were offered this job, how soon could you start?

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