



Please use this sample resume to assist in formatting your resume for application to Des Moines University's Master of Health Care Administration program.

[Name]		
[Street Address], [City, ST ZIP Code]		
[phone]		
[e-mail]		
Objective		
Summary	<ul style="list-style-type: none"> <li>Provide a bulleted summary of personal, professional and educational qualities you wish to highlight.</li> </ul>	
Education Begin with highest degree awarded, including all post-secondary degrees	Degree, Subject area Institution Name, City, State, Country Concentration, minor, GPA	Dates
<b>Employment History</b>		
Work experience Begin with current/most recent employment, and explain any gaps in employment	Title, Company Chief responsibilities Accomplishments Outcomes Number of employees supervised/managed	Dates
<b>Memberships &amp; Affiliations</b>		
Professional Organizations	Organization, position held, activities and level of involvement	Dates
Community, Civic or Volunteer Organizations	Organization, position held, activities and level of involvement	Dates
<b>Awards/Honors</b>		
Please list any awards and/or honors you may have received, including scholarships.		
<b>Publications</b>		
Please detail any publications you have authored or co-authored.		
<b>Additional Experience/Certifications</b>		