

Coordinated Program Application Preparation Tips

Personal Statement

You should spend time revising and refining your personal statement; using a word processing program will facilitate the continuous improvement of your personal statement.

A “Personal Statement” is an opportunity to “sell yourself” and to demonstrate good communication skills! Read the requirements for this carefully.

The CP Application requires you to answer the following specific questions:

1. Who- Discuss experiences that have helped to prepare you for your career.
2. What are your short-term and long-term goals?
3. What are your strengths and weaknesses or areas needing improvement?
4. What other information do you consider important for the selection decision?
5. Why do you want to enter the dietetics profession?
6. Wow- add anything else to ‘sell yourself’

You should spend time revising and refining your personal statement; using a word processing program will facilitate the continuous improvement of your personal statement.

The James W. Stuckert Career Center is available for guidance on this. However, you need to start early!

Contact information:
408 Rose Street
Lexington, KY 40506
Phone: 859 257-2746
ukcareercenter@uky.edu

Quick Tips for Personal Statements

This statement is a **very important** part of the application and is a reflection of your individuality. If written well, the personal statement can clearly and concisely reveal who you are and why you may be the “best” choice for the program. This is your chance to tell YOUR story.

- Be sure to highlight your achievements and leadership roles.
- Emphasize supervisory experience whether or not it is directly related to dietetics.
- Discuss **career** goals/**career** interests you would like to pursue (not “personal” goals”).
- Be concise in your statement and get to the point.
- Take the time to proofread for grammar and spelling. No typos!
- Be sincere.
- Enthusiasm and eagerness can set you apart. Make it memorable!

Résumé Tips

You will need to develop a professional resume and bring it with you to the interview. The content of a typical resume includes:

- Identifying/Contact information
- Objective Statement
- Education/Training
- Work Experience
- Volunteer Activities/Experiences (including Leadership)
- Awards/Honors/Scholarships
- Presentations
- Professional memberships/affiliations
- Skills (e.g. computer, etc.)
- References

Quick Tips for Resumes

- ✓ Your resume should be neat, orderly, and professional. Pay particular attention to grammar and spelling.
- ✓ Highlight your accomplishments. Include relevant work experience like summer jobs, internships, and externships. Add campus activities and community service projects, as well as club and student organization memberships.
- ✓ Match your skills and work experience to the coordinated program. Remember you are selling yourself as the best person for the job.
- ✓ Be clear. Write concise sentences with action verbs. Use verbs like: directed, managed, supervised, budgeted, established, or improved. Strong verbs give your resume added punch.
- ✓ Organize your resume with your most relevant skills and experience at the top. List your work history in reverse chronological order.
- ✓ Clearly label each section. Use bullets for each sentence, and keep your sentences short.
- ✓ Use a standard font in a size that is easy to read (like Times, Times New Roman or Palatine, for example). Be consistent with your headings and subheadings.
- ✓ Visit The Writing Center and have them review it, as well.

*****Consider working with Amanda Saha, the professional advisor for the College of Agriculture, Food and Environment. You can reach her at Amanda.Saha@uky.edu*****

References

The Coordinated Program application requires two references. The CP wants references from people who know you professionally or academically – i.e. advisors, professors, Registered Dietitians or employers. Personal letters from friends or an employer related to “household” functions (i.e. babysitting, house cleaning, etc.) are not appropriate. Choose people that really know the quality of your work, your character, work ethic, and potential as a nutrition professional, and can write you a STRONG letter!

The two letters are to come from:

1. Academic Professor (does not have to be from the DHN Department)
2. Work or volunteer supervisor

Requesting a Reference Letter:

1. Provide adequate time for the person to complete the reference.
2. Give exact instructions on how to complete the reference, the deadline, and procedures.
3. Provide the writer with the appropriate forms and an explanation of the program.
4. Provide the writer with an addressed, stamped envelope if they are going to mail the letter in rather than send via email.
5. Provide the writer with a résumé or list of pertinent activities.
6. Send a thank you letter to the writer.

Interviews

The Coordinated Program interview will be done in person. Interviews are held in February. Each interview will last 20-25 minutes and is usually completed with a panel of 4 reviewers.

Preparing for the Interview

Obtain as much information about the interview as possible. For example, research the coordinated program as much as possible and prepare answers to common interview questions. Also, create and write down questions to ask during the interview. It is very important to present yourself as a professional during the interview process.

Interview Day

If the interview is in person, dress appropriately, be timely and consider bringing a portfolio. A portfolio could include a resume, writing samples, and/or education materials.

Quick Tips for Interviews

- ✓ Be on time.
- ✓ Dress professionally.
- ✓ Make eye contact.
- ✓ Use a firm handshake.
- ✓ Be positive and enthusiastic.
- ✓ Listen attentively.
- ✓ Research the organization and program before the interview. Thoroughly review the program and organization websites and cover the basics: history, mission statement, location, etc.
- ✓ Practice answering common interview questions.
- ✓ Make the connection. Be able to apply your work and school experiences to the coordinated program.
- ✓ Give specific examples to illustrate your successes. Remember, you are selling yourself as the “best” candidate for the program!
- ✓ Use your research to ask pertinent questions. Don’t ask questions that can be easily answered on the program’s website.
- ✓ **Bring a portfolio.** Interviewers love to see concrete examples of your work. Prepare a sample of projects to match the specific program. It’s a good idea to make copies of your portfolio so you can leave a copy behind with the interviewer.
- ✓ Thank the interviewers for their time
- ✓ Follow-up quickly. Send a thank you letter within 24 hours of the interview.