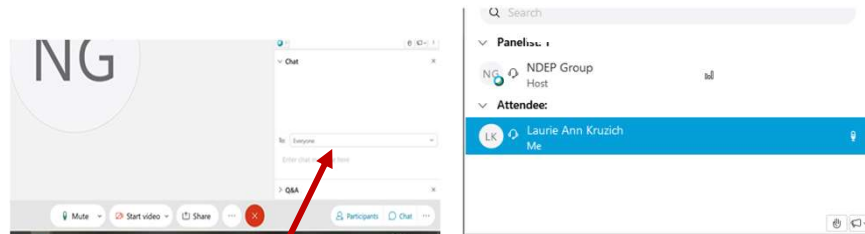


Welcome to the ACEND Student Webinar!

We Will Begin Shortly

Lines have been muted



- If you have questions or comments, **Use the chat feature** and post a chat to **EVERYONE**

1



The Art of the Application:

Tips to make yourself stand out to RDN jobs

By: Emily Kuettel, MS, RD

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About Me

EMILY KUETTEL, MS, RD

Education

- Loyola University MS/DI
- Syracuse University DPD

Work

- Clinical Dietitian & DI Coordinator
Swedish Hospital Chicago, IL

Activities

- ACEND Student Representative
- Loyola Dietetic Internship Selection Committee

3

Objectives



RESUME

Create a professional and stand-out resume



COVER LETTER

Write a cover letter to best market yourself



INTERVIEW

Interview with confidence



NEGOTIATION

Negotiate your pay like a pro

4



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Design

FONT

- Goal is readability vs uniqueness
- **Good options:** Calibri, Arial, Georgia, Helvetica, Times New Roman, Verdana

COLOR

- **Black and white!** Some organizations do not have color printers.

OTHER

- **No photos.** Can be unprofessional & could promote bias.
- Even spacing

Calibri Arial

Georgia Helvetica

Times New Roman

Verdana

6

1. **Name** with credentials,
professional email address,
current city, state
(zip code optional)

Your Name

name@mail.com | City, State Zipcode

Objective

Seeking full-time clinical nutrition work for an organization that values teamwork and evidence-based practice. Looking forward to begin my career as a Registered Dietitian and grow with a progressive team.

Education

Cabbage University | Celery, WA Graduated May 2020

- Dietetic Internship / Master of Science in Nutrition
- Magna Cum Laude
- Thesis: Benefits of Cruciferous Vegetables

Orange University | Orange, IL Graduated May 2016

- Didactic Program in Dietetics
- Minor: Spanish

Work Experience

Research Assistant | Cabbage University Sep 2019-May 2020

- Worked collaboratively with other health science students to develop a community health needs assessment targeting the houseless population in Celery, WA

Volunteer Experience

Orange Food Pantry | Orange, IL Sep 2019 – present

- Designed monthly nutrition education pamphlets to promote health with consideration to financial constraints

Dietetic Internship Experience

Clinical Nutrition | Celery Hospital, Celery WA Sep 2019 – Dec 2019

- Provided nutrition therapy and education to patients in an inpatient environment
- Complete two weeks of NICU experience

Community Nutrition | Women, Infants and Children, Celery WA Jan 2020 – Feb 2020

- Created and orchestrated a five-class series about baby-led weaning to a group of 16 mothers

Additional rotations: food service rotations & school-based education

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2. **Objective** (optional)
1-2 sentences briefly
explaining your intentions

Alternatively, you can write a
Professional Summary if you
already have some
experience in the field

Your Name

name@mail.com | City, State Zipcode

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3. Education

City and state of school
Major/minor/program type
Graduation merits
Graduation or
"anticipated graduation"

Your Name

name@mail.com | City, State Zipcode

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4. Additional categories:

Work Experience, Leadership,
Research, Volunteer,
Writing/Publications,
Presentations, Committees,
Awards, Certifications

Your Name

name@mail.com | City, State Zipcode

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5. Dietetic Internship experience

(optional), only include extended rotations, or unique rotations relevant to the job you are applying for

- Ex - NICU, ICU

Your Name

name@mail.com | City, State Zipcode

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Content

WHAT DO I ADD?

- All nutrition-related experience
 - If you have too much, tailor to the job you are applying for
- All work & experience you contributed to **more than a few times**

WHAT DO I OMIT?

- One-off experiences
 - with the exception of a significant presentation or event
- Activities/jobs from before college

Made	Developed Designed Planned Produced
Led	Coordinated Orchestrated Directed Guided

12

Resume FAQs



Do I write DI experience on my resume?

Optional! Choose 2-3 significant rotations, the rest can be written as a "additional rotations include..."



Should I list ALL of my experiences?

Choose what is most pertinent to THAT job, don't go over 1-2 pages.



What about one-time experiences?

Skip, unless they are very pertinent to THAT job. Presentations & awards are OK!

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Cover Letter



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CV Content

INTRODUCTION

- 3-4 sentences. Who you are, where you are in your career, what you are seeking
- "I believe my x, y, and z, make me an excellent candidate for this role."

BODY PARAGRAPHS

- Why YOU want THEM
 - Discuss short- and long-term goals
 - Relate your goals to this job
- Why THEY want YOU
 - Why you are the best fit for this position
 - Relate your experience & skills to this job

THANK YOU

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CV Tips



Talk about the future!

Perhaps you are looking for long-term employment or would be open to future growth. Hiring managers like to see this.



Keep it to one page

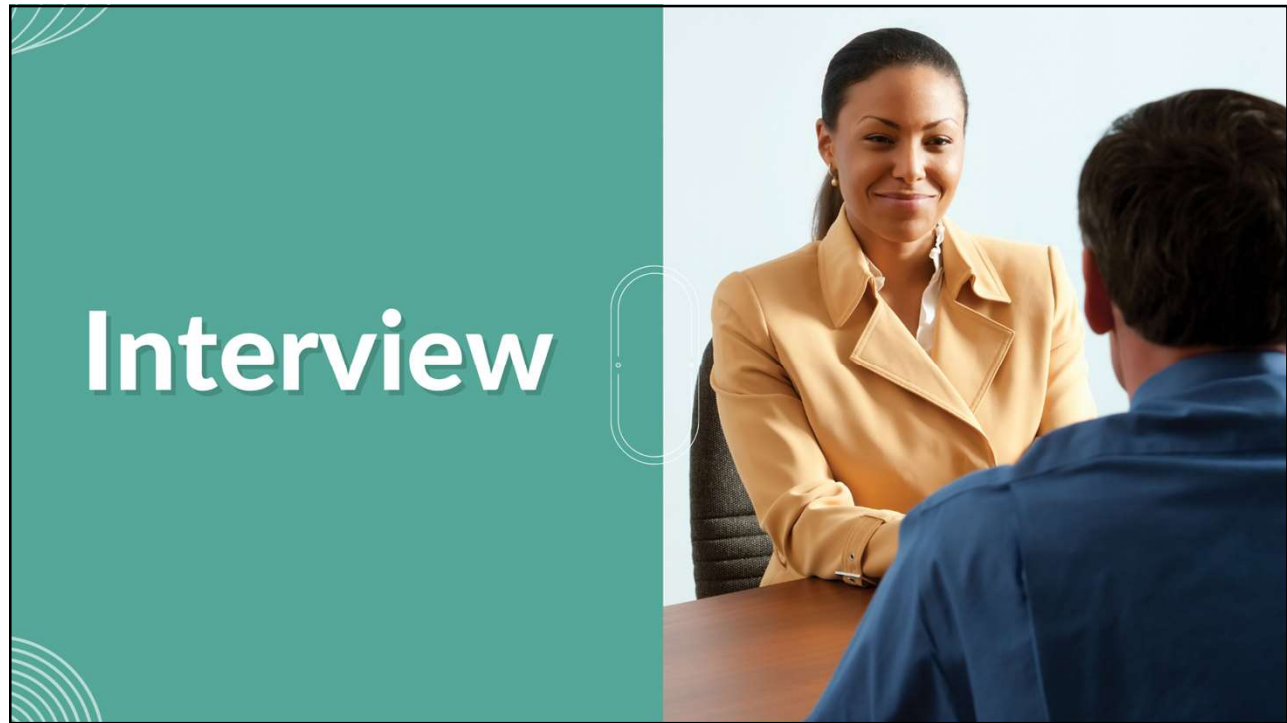
Make the margins narrow if needed.



Get personal (yet professional)

- Address names.
- Why do you want this specific job with this specific organization?

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A slide with a light beige background and teal accents. On the left, the text "They are getting to know YOU" is in teal. In the center is an illustration of a woman in a yellow dress. On the right, there are three questions in bold black text, each followed by a list of topics in regular black text. The teal background from the previous slide is visible on the left edge.

They are getting to know YOU



- Can you do the job?**
Education, experience, skills
- Are you a good fit?**
Personality with the team and people they serve, situational questions
- Are we a good fit for you?**
Goals, logistics

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Meanwhile... you are getting to know THEM



Do you like the job?
Day-to-day & mission

Do you like the environment?
Coworkers, other staff, fast- or slow-paced

What are you getting besides the paycheck?
Knowledge, skills, experience with a specific patient population

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Interview Tips



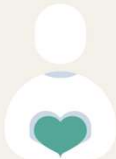
Be ENGAGED

Smile, make eye-contact & be present. Ask good questions.



Do your homework

- Know everything you can about the job via the website, videos, LinkedIn, asking friends, etc
- Prepare common answers



Send thank-you's

Bring up 1-2 specific things you learned from the interview that excited you about the position.

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Quality, example, relate!

Quality: I am a strong **communicator**.

Example: During my clinical rotation, I practiced how to communicate with a variety of patients. I had one experience.....

Relate: I believe my communication skills will benefit this organization because I know you primary serve xyz clients.

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Quality, example, relate!

QUALITY

- **Choose:** a time you were proud of your performance, what you created, or a situation you handled
- **Keep it:** relevant to the job you are applying for
- **Utilize:** a thesaurus (but don't go crazy!)

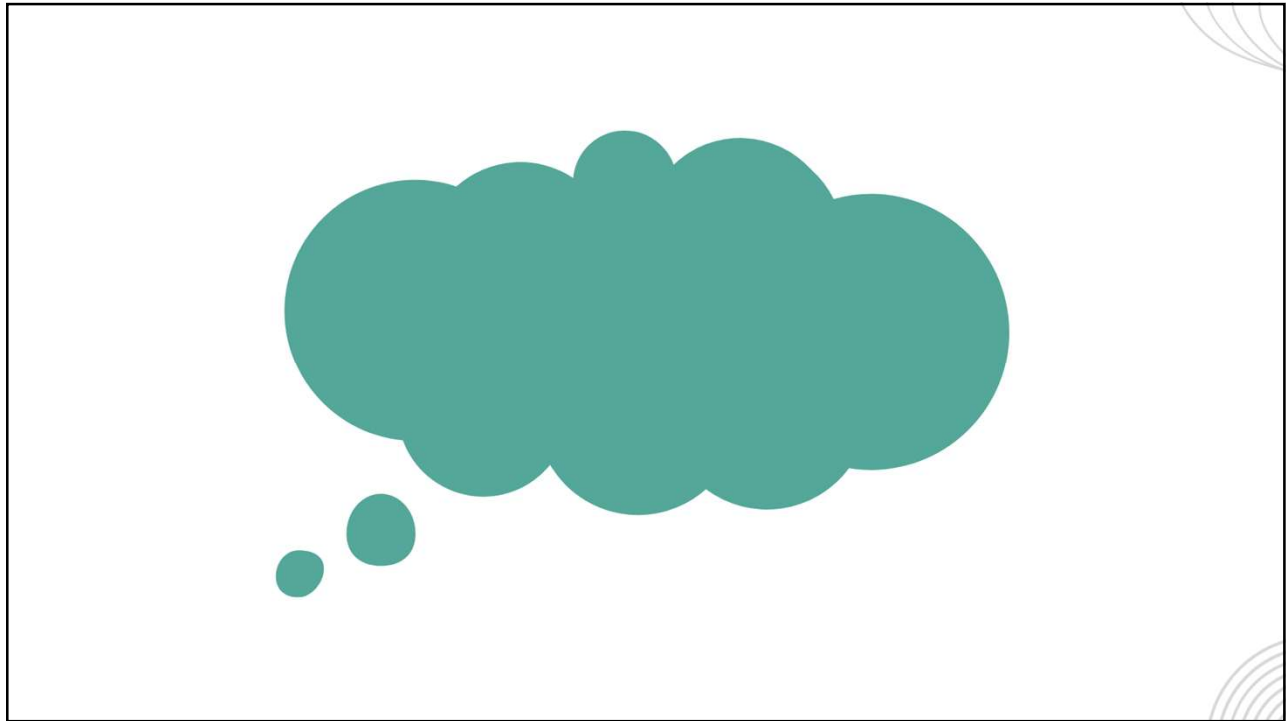
EXAMPLE

- Again, relevant to the job. Sensing a trend? 😊

RELATE

- Why is this quality important for a person in **this particular job** to possess?

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24

Why Negotiation Matters

Financial security

What could you do with an extra 10-20k after five years?



Job type

May allow you to take a job you are more passionate about



Move that needle!

The more you make, the more the next dietitian will make



25

Year 1: \$60,000

Year 2: \$61,800

Year 3: \$63,654

Year 4: \$65,564

Year 5: \$67,531

3% annual raise

26

Year 1: \$60,000	Year 1: \$62,000 (+2,000)
Year 2: \$61,800	Year 2: \$63,860 (+2,060)
Year 3: \$63,654	Year 3: \$65,776 (+2,122)
Year 4: \$65,564	Year 4: \$67,749 (+2,186)
Year 5: \$67,531	Year 5: \$69,763 (+2,251)
3% annual raise	\$10,619

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How to negotiate

STEP 1: PREPARE

- How do you meet & exceed items on the job description?

STEP 2: KNOW YOUR DESIRED SALARY RANGE

- Ask any friends/connections you know in this area of nutrition about pay
- AND Salary Calculator

”Market research”

STEP 3: PRACTICE

- Say the lines over, over, and over again. **Promise yourself to negotiate.**
- Practice with roommates, partners, friends

28

"WHAT ARE YOUR SALARY EXPECTATIONS?"

- **Option 1:** do your research and have a **range** in mind.
- **Option 2:** "that is a great question, I am really looking for a good fit. It would be helpful to know the range for this role."

AFTER THEY PROVIDE A RANGE:

- **If it's too low:** "Based on my market research, I was hoping for something more in the x - x range, but I'm definitely open to negotiating based on the entire compensation package."
- **If it is good/better:** "That is similar to what I had in mind... a) say your range or b) adjust it a little higher based on the range they provide."

IF THEY DON'T PROVIDE A RANGE:

- "Compensation is important to me, I would like to ask a few more questions about what the position entails. That way I can provide a more realistic expectation."

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"WE THINK YOU WOULD BE A GREAT ADDITION TO OUR TEAM AND WOULD LOVE TO OFFER YOU \$..."

And it is lower than your range

"I really enjoyed getting to know more about the role and the team. I would love to accept an offer. My only concern is the salary. Based on my market research and the skills and experience I'm bringing to the role, my expectations are between x and x."

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Negotiation FAQs



I am a brand-new dietitian, can I negotiate?

YES! All positions have a range. Advocate for yourself and your skills.



What if I don't get the number I want?

Continue negotiating

- 6 mo vs 1 year raise
- Updated AND Salary Calculator
- Benefits



Is it ALL about the money?

No, consider: experience, benefits, growth opportunities, work-life balance, commute, etc

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If you meet/exceed all the required qualifications and characteristics on the job description, **you deserve the higher range on their salary allowance.**

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Take-Home Messages



Modify your
resume &
application to
each job



One excellent
application is
better than five
rushed ones



Do your
research
(and never stop)



Know. Your.
Worth.

33

THANK YOU

Emily Kuettel, MS, RD



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Webinar Evaluation

Accreditation Council
for Education in
Nutrition and Dietetics
the accrediting agency for the
Academy of Nutrition
and Dietetics

- <https://www.surveymonkey.com/r/studentwebinar>
- Link provided in follow up email or scan QR code



- Handouts will be emailed to attendees after the presentation and posted on the ACEND website