

Quick and Easy Resume Guide for Nursing Students

Sections / Format of a NUR Resume (listed in order of where it goes on your resume)

Contact Info (required)

- Name
- Address (can be optional, but if they do mail responses, you will want this)
- Email & Telephone

Branding or Profile Statement (optional)

- Write a profile statement; Objectives are not well received; don't use them.
- Be specific & memorable! Employers don't care what you want, they care about how you will add value to their organization and how you will fill their needs. Show skills, especially ones that match their hiring needs.

Education (required)

- Institution and city, state (Palm Beach Atlantic University, FL)
- Degree (BSN)
- Grad date or anticipated Grad Date (Expected May 2018)
- If you have additional degrees, list from most recent to least

Licensure and Certifications (required)

- License #
- If you don't have a license yet, put down the date you sit for boards, even if it is in the future
- Any additional active certifications (e.g. CPR)

Experience (required) / Related Nursing Experience

- Position (Nurse Aid)
- Employer, city, state (Palms West Hospital, Wellington, FL)
- Dates (September – December 2016)
- Bullets that describe what you did + how you did it = a result (see how to write powerful bullets below)

What can you include in Experience?

- It is an option to divide your “experience” into two sections: Nursing Experience and Work Experience (OR Related Experience and Other Experience). Nursing or Related experience would list only those positions (paid or volunteer) that are most related to the profession you are applying (e.g. home health care aid, medical missionary team member).
- Work or Other experience would list paid and volunteer experience that is not related to the nursing profession BUT that does showcase valuable qualities (e.g. leadership, team skills, communication skills, loyalty to a company, etc).
- Paid or unpaid, as long as you gained valuable skills

Professional Associations (optional, strongly suggested if you have it)

- Include your Membership in professional organizations such as NSNA and NCF. Include whether you had a position of responsibility or were a delegate.
- Nursing Student Association, member
- Nurses Christian Fellowship, member

*Publications/Presentations (optional, strongly suggested if you have it)

- List from most current to least/oldest, include year it was presented
- Quantify if you can (e.g. Presented “Proper Procedures for Drawing Blood from a Vampire” to 10 faculty members.
- Write these in the academic style of your training: e.g. APA, MLT, Turabian.
- *If you ever apply for an academic job --> move publications/presentations section to before your experience section.

Community Service (optional)

- List from most current to least/oldest, consider listing number of hours served
- Include Organization Name, City, State and Dates (e.g. Quantum House, Boynton Beach, FL, Summer 2013)
- May want to include a series of bullets if relevant to the job you are applying for, showcasing the skills you utilized

Clinical Rotations (only suggested if . . .)

- Only list if you have little experience or are early in your NUR program
- Should read something like this:
 - NUR 3112 Fundamentals of Nursing
 - 100 hours direct patient care
 - Assessments, Vital Signs, Morning care
 - Jupiter Pavilion

(All our clinicals are 2 credits and 4 (50 minute) hours per credit, so $2 \times 4 \times 15 = 120 \times 5 / 6 = 100$)

How to Write Powerful Bullets

- List from most current to least/oldest (Reverse Chronological)
- Include (preferably) relevant experience, or at least showcasing transferable skills
- Begin with past tense verbs (managed, administered, created)
- No first person (e.g. "I counted widgets.")
- Showcase how your unique contribution made a difference
- Think about how you were different than any other with the same role
- Quantify #, %, \$ (e.g. Increased response time by 20%. Volunteered as an Emergency Medical Technician, treating over 50 individuals.)
- Show not tell: ask yourself, "how did I do this task?"
 - Poor = Assisted patients.
 - Good = Assisted over 15 patients per day by administering medications, bathing and checking vitals.)
- Highlight achievements/accomplishments (e.g. Selected out of 10 candidates to serve as first responder.)
- Invest your words sharing accomplishments, results, and transferable skills, not stuff people already know. E.g. "Consistently garnered 20% or more in tips by being attentive to patrons needs, even in advance of them being voiced."

Examples of Quality Bullets for your Experience Section

- Assisted patients in a 20 bed Medical-Surgical unit in activities of daily living
- Observed over 75 hours of nursing assessments including: skin integrity, fall risk, level of consciousness, and spinal cord reflexes
- Volunteered over 140 hours in ER, Maternal Outpatient, Guest Relations, and Pediatrics
- Took vital signs, performed AIDS testing, and recorded patient information for 80 individuals

Do NOT include high school stuff unless it is pertinent to healthcare:

- Yes = Candy Striper in high school. | No = National Honor Society.
- Yes = Sang for old folks in the nursing home on a weekly basis. | No = Sang in Glee club.

Tips from a BSN Alum & DNP Professor for Specialty Areas

- If you want to work in a **specialty area** (Labor and Delivery, pediatrics, ICU) you need to precept in that area. Having a nurse externship type job in that area also helps to get a job after graduation in that area
- Babysitter/Childcare is a decent fit for nursing—things to emphasize= you are in a position of trust/responsibility, requires communication and empathy (especially if it is a child with exceptional needs), it requires leadership (mediating between desires of the parent and the wants of the child, even if you have your own opinion)
- If you want to work in a specialty area, and want to guarantee a job immediately in that specialty, consider applying to residency programs out of state. Applications to residencies are usually collected in Jan-March.
- Getting a job in a hospital after graduation takes on average a minimum of 3 months, don't plan to stop working your college job if you need income!!
- Consider taking online specialty classes (fetal heart monitoring, ACLS, PALS) before graduation to prepare yourself for working as a nurse in the specific area, as well as make your resume more appealing to employers.
- Go to hiring events at hospitals you are interested in, face to face interactions are better than resumes going through a scanner especially for new graduates
- Hospitals may ask for letters of recommendations AFTER you are hired to complete the background check, so be prepared.
- YES!! New graduates can work in a specialty (NICU, L&D, ICU, OR) but in order to guarantee a job in that area you may need to relocate and attend a residency program that contracts you to a certain number of years of working at that hospital.