

How to Write a Nursing Resume



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COLLEGE

Career Services

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What is a Resume?

- A resume is an organized, concise summary of your qualifications.
- In addition, a resume is a list of selected information about pieces of your life history that you prepare for potential employment.
- A resume represents you when you cannot be present. It is an advertisement for you and must have immediate impact and eye appeal.

What is the Purpose of a Resume?

- Your resume is your personal advertisement or “sales pitch” to potential employers.
- It may get you the interview.
- You will need one if you want to apply for an internship.
- If you are seeking summer or part-time employment, employers are often impressed you have a resume.
- An average employer spends approximately 30 seconds reviewing a resume.

Basic Nursing Resume Content

Before writing your resume you need to assemble your factual data. Collect data on your work history, education, volunteer work, and activities. Resumes contain the following:

1. HEADING- This usually looks best if it is centered in the top middle part of the page. It includes:

- Your full name. You can use all capital letters and use a bold, large, font to make it stand out.
- Complete address.
- Telephone numbers: home and cell phone should be listed. Do not include your phone number for a resume you are posting on a public website, such as LinkedIn.
 - Only list one telephone number, including the area code. You do not have to write the word “telephone” after or before the number; it’s not necessary.
 - If you have a voicemail on your phone number you indicate, it is important to have an appropriate message for a prospective employer to hear. Employers need to be able to contact you and leave a message. Always check your voicemail and clear out your voicemail inbox.
- Email address. You can use your AMC email or one that is serious and business appropriate.
 - Make sure your email address does not include any language or references that could be perceived as unprofessional or inappropriate for the workplace. Email addresses like rocketgirl69@fakeemailaddress.com or dogsnatcher200@fakeemailaddresses.com are examples of ones that you should not use in the workplace.

2. EDUCATION/TRAINING- The general rule is to put those experiences from your background that best qualify you for the job. For recent graduates, this would be your education. After three to five years of experience, consider placing education after related experiences. List your most recent degrees first and continue in reverse chronological order.

If you are a current student you should list your most current degree and date awarded, or expected right after the name of your school. Then list any other degrees in reverse chronological order (including A.A. degrees).

This section should include:

- Degrees, certificates or licenses awarded.
- Names of location (city and state only) of schools and programs
- Year degree was received or is anticipated. Do not list all years attended.
- Grade-point average is unnecessary unless if you have a 3.7 or higher in both Nursing classes and academic classes. If you give both of your GPAs, it could give the reader an impression that you are more

engaged in academics and less engaged in nursing or more engaged in nursing but less engaged in academic classes.

- If you financed a large portion of your expenses you could say, “Financed 75% of college expense working 30 hours a week while attending college full time.”
- Honors
 - May be included as a separate major heading, or as a subheading under education.
- Related Courses
 - May also be a subheading of education. Four to eight courses could be listed, with the more advanced and related courses first. These should be courses in fields of study directly related to the positions for which you are applying.

3. CLINICAL EXPERIENCE-

Clinical experience should be listed first (after your education section) in a resume. However, if you went to work first and came back to school for your degree, ask your advisor and/or professors what you should put first on your resume; clinical experience or professional nursing experience.

For each clinical position include:

- Job title, name of employer, city and state of employer and a description of skills used on job.
- Start each description with a past-tense action verb (see “List of Action Verbs”). Ex: Implemented preventative nursing care for families, aggregates and communities throughout Worcester.
- Include scope and numbers whenever possible.
 - For example, if you taught a class, include the number of students in your class; if you were responsible for a budget, include the total dollar amount. Avoid beginning descriptions with phrases such as “responsible for,” “assisted,” and “duties included.”
- Remember to list your clinical experience and/or rotations; this will help your prospective employer know more about you. Remember to include clinical rotations and other hospital related employment experiences.

4. PROFESSIONAL EXPERIENCE-

For each professional position include:

- Job title, name of employer, city and state of employer and a description of skills used on the job.
- Start each description with a past-tense action verb (see “List of Action Verbs”). Then, describe what you did at the organization. Ex: Assisted with a heart bypass/Intensive Care step down unit which includes providing wound care, colostomy and tracheostomy care.
- Include scope and numbers whenever possible.
 - For example, if you taught a class, include the number of students in your class; if you were responsible for a budget, include the total dollar amount. Avoid beginning descriptions with phrases such as “responsible for,” “assisted,” and “duties included.”

5. OTHER EXPERIENCE-

This section should include other jobs, volunteer opportunities, and/or internships related to the field of nursing. Any job you had in college and/or high school that relates to nursing is acceptable. Babysitting jobs, being a bagger at Walmart for two months, being a sales associate at Macy’s for the summer, and working at a hardware store should NOT be included in your nursing resume.

- Your CNA certification should be in this section
- As well as a job in the health care field that would not fit into the clinical or professional experience sections.

Suggestions for collecting data on your experience:

- Thoroughly review your work history.
- List every job you've had that relates to the nursing field. Describe the things you did well and give examples.
- Describe your specific responsibilities, identify machinery, equipment or tools you used. You can use phrases, not complete sentences.
- Use action verbs in your description (see list enclosed at end of packet).
- Note skills, accomplishments, and examples that illustrate your success or proficiency
- Use this same process to describe volunteer, school and outside experiences that utilized skills that will be beneficial in the work place.

Your Description should include:

- The name of the company, city and state of employer.
- Job Titles: After your job title, you can add information that best describes what you did, particularly if your title doesn't fully explain everything that you did. For example: you may have worked as a cashier in a small drugstore; but you trained and supervised employees, did bookkeeping, and opened the store. So it would be important to add this information for prospective employers to review.
- Include dates worked, including month/year, or for summer positions, "Summer, 2011"

6. ACTIVITIES, AWARDS & HONORS

- Include information on any extra-curricular activities you are involved in such as on-campus clubs, student government or off-campus community involvement. For each activity list the organization name offices held, if any and dates of membership and other affiliations (optional). List the award title, distinction recognized by award, date awarded (optional) and bestowing organization.
- You may include school and community activities.
- Activities demonstrating job related skills (leadership, organizational, communication) may need brief descriptions.
- If you were involved in many activities they could also be listed like the example below:
 - Activities
 - President, Senior Class
 - Chairperson, Senior Prom
 - Debate Club
 - Editor, Class Newspaper
 - Intramural Basketball and Volleyball

7. OTHER

- Use this section to list briefly the titles of all other jobs you have held that do not directly relate to your objective, but that you may wish to include to demonstrate positions of responsibility previously held. Add any computer skills that will be relevant in your prospective workplace and that will help you stand out from other resumes. List specific word processing programs and databases (i.e. Microsoft Word for Windows, Excel). Also include any program languages and your internet skills.

Personalizing Your Resume

- All resumes do not contain the same categories. Establish categories that best fit your work background and your objective. For example, "experience" may also be titled "employment," "internships," "professional experiences," etc.
- Place categories in the order that is most relevant to your objective. For example, your work experience better supports your ability to do the job you are applying for, place work experience before education.
- The "physical" layout of your resume is extremely important. Methods of highlighting important information include the use of various type fonts, underlining, **bolding**, CAPITALIZING, and use of blank space. Avoid using such highlighting too frequently since it may detract from your layout. Use blank space also to separate categories of information.
- Use clear, easy-to-read, traditional styles of type. Courier type, though common, is not recommended. Times New Roman is the best pick (Use either 10 to 12 point font).

- When sending a resume, always include a cover letter. Please see the cover letter packet in Career Services for assistance. Career Services is located on the first floor of Trinity East.

Accelerated	Awarded	Consulted	Economized
Accomplished	Balanced	Contacted	Edited
Accounted for	Bargained	Continued	Educated
Achieved	Began	Contracted	Effectuated
Acquired	Briefed	Controlled	Elicited
Acted	Brought	Convened	Eliminated
Activated	Budgeted	Converted	Enabled
Adapted	Built	Conveyed	Encouraged
Added	Calculated	Convinced	Engineered
Addressed	Cataloged	Coordinated	Enlarged
Adjusted	Categorized	Corrected	Enlisted
Administered	Caused	Correlated	Established
Advanced	Centralized	Corresponded	Estimated
Advised	Certified	Created	Evaluated
Aided	Chaired	Critiqued	Examined
Allocated	Changed	Counseled	Excelled
Analyzed	Channeled	Dealt	Executed
Annotated	Chartered	Debated	Exhibited
Answered	Checked	Decided	Expanded
Anticipated	Chose	Decreased	Expedited
Appealed	Clarified	Defended	Experienced
Appeared	Classified	Defined	Experimented
Appeased	Cleared	Delegated	Explained
Applied	Closed	Delivered	Explored
Appointed	Coached	Demonstrated	Expressed
Appraised	Coded	Described	Extended
Approved	Collaborated	Designed	Extracted
Arbitrated	Collected	Detailed	Fabricated
Argued	Combined	Detected	Facilitated
Arranged	Commented	Determined	Familiarized
Articulated	Communicated	Developed	Fashioned
Assembled	Compared	Devised	Filed
Assessed	Compiled	Diagnosed	Financed
Assigned	Completed	Diminished	Figured
Assisted	Complied	Directed	Fixed
Assumed	Composed	Discovered	Forecasted
Assured	Computed	Dispatched	Foresaw
Attained	Conceived	Distributed	Formed
Attended	Conceptualized	Documented	Formulated
Audited	Concluded	Doubled	Founded
Augmented	Conducted	Drafted	Gained
Authorized	Consolidated	Drew	Gathered
Availed	Constructed	Earned	Gave

Generated	Keynoted	Pioneered	Reinforced
Governed	Launched	Placed	Referred
Graded	Learned	Planned	Reformed
Granted	Lectured	Played	Regained
Greeted	Led	Practiced	Regulated
Grouped	Licensed	Predicted	Rehabilitated
Guaranteed	Listened	Prepared	Remodeled
Guided	Litigated	Presented	Rendered
Handled	Lobbied	Preserved	Renovated
Headed	Located	Presided	Reorganized
Heightened	Made	Prevailed	Repaired
Helped	Maintained	Prevented	Reported
Highlighted	Managed	Printed	Represented
Hired	Marketed	Prioritized	Reproduced
Identified	Mastered	Proceeded	Required
Illustrated	Maximized	Processed	Rescued
Immunized	Measured	Produced	Researched
Implemented	Mediated	Profiled	Resolved
Improved	Minimized	Programmed	Responded
Improvised	Modeled	Prohibited	Restored
Incorporated	Moderated	Projected	Retained
Increased	Modified	Promoted	Retrieved
Indexed	Monitored	Proposed	Returned
Influenced	Motivated	Prosecuted	Revamped
Informed	Moved	Protected	Revealed
Initiated	Named	Proved	Reviewed
Innovated	Narrowed	Provided	Revised
Inspected	Negotiated	Publicized	Revitalized
Installed	Observed	Purchased	Rewrote
Instigated	Obtained	Pursued	Routed
Instituted	Opened	Qualified	Saved
Insured	Operated	Questioned	Scheduled
Instructed	Ordered	Raised	Scouted
Integrated	Organized	Ran	Screened
Intermediated	Originated	Rated	Scrutinized
Interpreted	Outlined	Re-evaluated	Searched
Interrogated	Overhauled	Received	Selected
Interviewed	Oversaw	Recognized	Sent
Introduced	Participated	Recommended	Served
Invented	Pacified	Reconciled	Set-up
Investigated	Painted	Reconstructed	Shaped
Involved	Perfected	Recorded	Shared
Joined	Perceived	Recovered	Shipped
Judged	Permitted	Recruited	Showed
Justified	Persuaded	Redesigned	Simplified
Kept	Pinpointed	Reduced	Smoothed

Sold
Solicited
Solved
Sorted
Sought
Spearheaded
Specialized
Specified
Speculated
Sparked

Spoke
Staffed
Started
Stimulated
Stopped
Streamlined
Straightened
Strengthened
Stressed
Structured

Studied
Submitted
Summarized
Supervised
Supported
Synthesized
Targeted
Taught
Tested
Trained

Translated
Tutored
Used
Utilized
Verified

Mark Nurse

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EDUCATION:

Bachelor of Science May 2015

Major: Nursing
A E C Accredited Program
Anna Maria College, Paxton MA

CLINICAL EXPERIENCE:

• ***Community Health Nursing, UPAXTON Memorial Medical Center*** Spring 2015

Implemented preventative nursing care for families, aggregates and communities throughout Worcester County, Maryland.

• ***Psychiatric Mental Health Nursing*** Fall 2014

Provided skills of therapeutic communication, as well as nursing care, for clients at Eastern Shore Hospital of Cambridge, MD and Go-Getters of Salisbury, MD.

• ***Care of Children and Adolescents*** Fall 2014

Experience included care of children and adolescents and their family's at a pediatrician's office, Head Start, Peninsula Regional Medical Center all of Salisbury, MD. Also provided care to children at the Pediatric Intensive Care Unit at the University of Maryland Medical Center in Baltimore, MD.

• ***Maternal/Newborn Nursing*** Spring 2014

Provided care for the antepartal, intrapartal, and postpartal families at physician's offices, family planning clinics, home health visits, and Nanticoke Health Services of Seaford, DE. Provided care for newborns at the University of Maryland Medical Center's Neonatal Intensive Care Unit in Baltimore, MD.

PROFESSIONAL EXPERIENCE:

• ***Patient Care Tech, Peninsula Regional Medical Center*** August 2014-Present

Assisted with a heart bypass/Intensive Care step down unit which includes providing wound care, colostomy and tracheostomy care, starting intravenous lines and connecting fluids, and working with test tubes.

• ***Nurse Externship, Peninsula Regional Medical Center*** August 2014-Present

Observed and assisted on step down heart bypass unit, which included all the nursing duties for the care of the patient this also included medication administration and computer charting.

HONORS:

Nursing Honor Society – Sigma Theta Tau

Inducted December 2013