



Nursing Resume Writing Guide

A resume often serves as an organization's first impression of you. It tells the recruiter or hiring manager objective information about you which can be used to decide if an interview is the appropriate next step. For this reason, your resume should professionally communicate the most important information about you so the reviewer can make an educated decision. No two resumes are the same, but there are some guiding principles that you can follow.

Step 1: Brainstorm

One of the best ways to craft a resume is by starting with a master list of your skills, knowledge, experiences, etc. The idea is that you will *never throw this master list away, only add to it*. From there you can pull items off your master list each time you need to make revisions to your resume.

Start with basic, objective things like:

- Knowledge (education/ licenses/ certifications)
- Skills
- Accomplishments/ awards

Then move on to your experiences:

- Student clinical rotations
- Work experience
- Volunteer experience
- Co-curricular activities
- Any other experiences you may want to include

Step 2: Skill Phrases

Now you need to provide detail for your experiences that are related to the position for which you are applying. Beneath each related experience, you should have multiple "skill phrases". The more significant the experience, the more skill phrases. There are several different ways you can write a skill phrase, but we recommend skill phrases:

1. Begin with an action verb (*Go to the Career Development tab on the the Rock and scroll to the 24/7 Resources portlet, then click on "Handouts & tip sheets"- there is an Action Verb handout there*).
2. Explain what you did and how.
3. The result/ skill used.

Action verb

Skill used

What & how

Example: "**Demonstrate** *attention to detail* in administering medications and performing assessments."

Step 3: Create your resume!

The layout of your resume is entirely up to you, but it should be:

- Clean
- Easy to understand
- Consistent (spacing, formatting, fonts, etc.)
- Professional



Essential	Optional
<ul style="list-style-type: none"> • Name and contact info: This should include first and last name, daytime phone number, email address and mailing address. • Education: Include your GPA, any significant academic awards and graduation date (or anticipated graduation date). • Licensure and certifications: If you have passed the NCLEX, include your RN license (and license number). If you have not yet taken/passed the NCLEX, write “Eligible for NCLEX test for RN” and include your test date (if known). Include any other related licenses or certifications. • Clinical experience: This is the biggest area that nursing students leave out—but it is the most important! Always include the <i>number of hours</i> you spent in a clinical rotation. • Any other related experience (E.g. CNA positions, PCA jobs, etc.) 	<ul style="list-style-type: none"> • Professional summary/objective: Most recruiters now prefer a professional summary over an objective, but it is up to you whether or not you include this section. • Academic & co-curricular activities • Awards • Professional memberships • Skills • Volunteer experience: If you have related volunteer experience, include it! Unrelated volunteer experience is optional. • Unrelated job experience: Depending on how much nursing-related experience you have, including unrelated job experience may be necessary to fill in employment gaps. • References

- One page (for recent college grads)

What should be included?

Below is a list of items that should always be on a resume and a list of items that are up to your discretion.

Select a resume format that will best highlight what you have to offer (See “Guide to Resume Writing” on the Rock for examples of all three):

- **A chronological resume** focuses more on dates, positions and duties in *reverse* chronological order and is best suited for someone with much work experience that relates to one's goals or objectives. This is the most common format for nursing resumes.
- **A functional resume** emphasizes transferable skills, qualifications and accomplishments and is good if you lack work experience or are trying to enter a new occupation.
- **A combination resume** combines the best elements of both formats. It is a good choice for recent graduates with some job experience.

Step 4: Tailoring the resume to the job

Many recent graduates make the mistake of sending their resume to as many employers as possible, without tailoring their resume before doing so. For example, if you are applying to a position at an assisted living home, your resume should highlight different skills and experiences than it would for a job in a NICU.

HINT: Use exact words (but not full sentences) from the job description! If you are being authentic about your abilities, you can use their language. Organizations often use a type of computer software, Applicant Tracking System (ATS), that will reject resumes that do not have enough keywords in common with the job description.

NURSING STUDENT

1234 Some Rd.
Roseville, MN 55112
(734) 123-4567
Jdoe@gmail.com

EDUCATION, LICENSURES & CERTIFICATIONS

UNIVERSITY OF NORTHWESTERN, ST. PAUL, MN
Bachelor of Science in Nursing
GPA 3.82

Anticipated Graduation: December 2014

ELIGIBLE FOR NCLEX EXAM FOR RN
CNA, Expires October 31, 2015

Scheduled test date: January 10, 2015

STUDENT CLINICAL EXPERIENCE

MEDICAL/SURGICAL UNIT

United Hospital – St. Paul, MN
100 hours

January 2014-Present

- Provide total patient care as stated in patient's plan of care.
- Demonstrate attention to detail in administering medications, performing assessments, providing both medical and nursing treatments, and completing documentation under appropriate nursing supervision.

PEDIATRICS UNIT

Children's Hospital – Minneapolis, MN
50 hours

Fall 2013

- Assisted nurses with various tasks including weighing and measuring pediatric patients, following care plans, and charting.
- Followed patient care plan closely and communicated plan to families.

LABOR AND DELIVERY UNIT

Abbott Northwestern Hospital – Minneapolis, MN
50 hours

Fall 2013

- Administered medications, performed assessments on newborn and mother, and provided teaching under appropriate nursing supervision.

CARDIAC RENAL UNIT

Hennepin County Medical Center – Minneapolis, MN
30 hours

Spring 2012

PROFESSIONAL EXPERIENCE

CERTIFIED NURSING ASSISTANT

Presbyterian Healthcare Services

Summer 2013

PERSONAL CARE ATTENDANT

Private Home

Summer 2010, 2011, 2012

ACADEMIC AND PROFESSIONAL ACTIVITIES

- Choir, University of Northwestern, Fall 2010 – Present
- Varsity Men's Soccer, University of Northwestern, Fall 2010 – Fall 2014

REFERENCES

Available upon request

Graduated Nurse, RN, BSN

5 Blank Street • Arden Hills, MN • 55112
612-123-4567 • emmanurse@gmail.com

Professional Summary

Motivated and passionate nursing candidate seeking staff nursing position within the Allina Hospital system focusing on patient-centered care and respect for cultural diversity.

Education

Bachelor of Science in Nursing

September 2010- December 2014

University of Northwestern, St. Paul, MN

- Cumulative GPA: 3.53
- Dean's List

Licensures and Certifications

RN, State of Minnesota, License #00000

Expires January 2016

CNA, American Red Cross

Expires October 31, 2015

CPR, American Red Cross

Expires November 2016

Related Education Experience

Student Nurse – PICU Unit (120 hrs)

January 2014 – Present

Children's Hospitals and Clinics of Minnesota

- Cared for post-operative patients, patients who were sedated and ventilated, and hemodynamically unstable patients
- Demonstrated empathy and care for patients and families while providing excellent patient care.
- Start IVs, monitor patients' respiratory ventilation, pulse oximetry, assist with intubation, respond to all codes.

Student Nurse – Cardiac Renal Unit Unit (100 hrs)

September 2013 – December 2013

Hennepin County Medical Center, Minneapolis, MN

- Practiced as a member of the inter-professional team using all baccalaureate roles
- Learned analysis of telemetry
- Applied knowledge of scope of practice to delegation and using critical thinking and available resources when caring for patients under appropriate nursing supervision

Student Nurse –Medical/Surgical Unit (100 hrs)

September 2013 – December 2013

Mercy Hospital, Coon Rapids, MN

- Learned prioritization of multiple patients; became familiar with multi-disciplinary approach to patient care
- Expanded knowledge and skills that are needed to care for patients with neurological and renal diagnosis
- Observed the surgical aspect of care from admission through surgery

Student Nurse – Community Health (100 hrs)

Student Nurse – Labor and Delivery (100 hrs)

Model Cities of St. Paul, 1/2013 – 5/2013

Abbott Northwestern Hospital, Minneapolis, MN

Student Nurse – Mental Health (50 hrs)

9/2012 – 12/2012

Hennepin County Medical Center, Minneapolis, MN

Student Nurse – Pediatrics Unit (50 hrs)

1/2013 – 5/2013

Children's Hospital, St. Paul, MN, Summer 2012

Work Experience

Receptionist

March 2010-October 2013

Minnesota Adult & Teen Challenge, Minneapolis, MN

Student Worker

December 2009 – September 2013

Admission's Office, University of Northwestern, St. Paul, MN

Volunteer Experience

Somali Adult Literacy Trainer, World Relief, St. Paul, MN

September 2012- February 2013

Children's program volunteer at battered women's shelter, Eagan, MN

May 2012- August 2012