

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 relevant information about you so the reviewer can make an educated decision. No two resumes are the same, however, using a common format and layout may improve the chances that the person (or computer) reviewing your resume will better be able to understand it.

How you choose to layout and format your resume should best highlight what you have to offer (See "[Resume and Cover Letter Best Practices and Examples](#)" for further information and examples). Keep in mind that many templates can be a hassle to work with and are not read well by Applicant Tracking Systems. Nursing resumes should be fairly plain and straightforward. Definitely no pictures, and the emphasis should be on your relevant information. We recommend creating a resume from scratch, but modeling it after available examples.

Step 1: Get started!

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.

Here are ideas of categories to brainstorm:

- Education/ licenses/ certifications/relevant coursework
- Technical and Soft Skills
- Accomplishments/awards
- Student clinical experiences
- 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 relevant the experience, the more skill phrases. We recommend that skill phrases:

1. Begin with a strong action verb
 - a. Lists can be found online and should relate to the job
 - b. "collaborate", "coordinate", "manage"; **not** "helped", "used", "responsible for"
2. Explain what you did and how
3. Add the result/skill used
4. Include specific names/numbers if they are relevant and/or impressive

Examples:

- "Demonstrate (action verb) attention to detail (skill used) in administering medications and performing assessments (what & how) for 15 patients throughout my 12-hour shift (specific numbers)."
- "Communicated (action verb + part of skill) patient progress towards Physical Therapy goals to members of the care team by charting and direct verbal communication (what & how) with the Doctor of Physical Therapy (specific name)."

Step 3: Start laying out your resume.

Make sure it is:

- Logical
- Consistent (spacing, formatting, fonts, etc.)
- Professional (should have a balance of white space)
- One page (for recent college grads)

What should be included?

Essential:

- **Name and contact info:** This should include first and last name, daytime phone number, email address and optionally: city & state or mailing address.
- **Education:** Your highest/most relevant degrees (high school does not need to be included). Often, you can include your GPA, any significant academic awards and graduation date (or anticipated graduation)
- **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, communicate when you will be "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 differences between a new BSN graduate and other resumes.
- Any other **related experience** (E.g. CNA positions, PCA jobs, or volunteering at the Children's hospital, etc.)

Optional:

- **Professional summary/objective:** These are most often used for individuals who are switching careers, and most recruiters prefer a professional summary over an objective.
- **Academic & co-curricular activities:** Often, this is a role in a relevant club, but college athletics and other involvement can be included to paint a picture of responsibilities and time management during college.
- **Awards**
- **Professional association memberships**
- **Skills**
- **Volunteer experience**
- **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:** these should probably be on a separate sheet or will be included in the online application

Remember, everything you include will "say something" about you. So, make sure it serves a positive purpose and someone reading it wouldn't feel like it was a "waste of space" to include it.

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.

Nick Nurse

St. Paul, MN | (651) 555-0123 | nicknurse@gmail.com

LICENSE

Minnesota Nursing License: Completing BSN in October 2022 and taking NCLEX-RN shortly thereafter

EDUCATION

Bachelor of Science in Nursing (BSN)

Graduation: October 2022

University of Northwestern St. Paul, MN

GPA: 3.9 / 4.0

HIGHLIGHTED STUDENT CLINICAL EXPERIENCE

Medical/Surgical Unit – Preceptorship – Woodwinds Hospital, Woodbury, MN

Pediatrics – Respite at Home, White Bear Lake, MN

Obstetrics – M Health Fairview Masonic Children's Hospital, Robbinsdale Women's Center, Minneapolis, MN

Transcultural Nursing Experience – "Living & Learning," Quito, Ecuador

- Assessed, planned, implemented, and evaluated patient care using professional knowledge and critical thinking skills to provide top-notch care
- Established rapport and conveyed compassion to patients while listening to them and educating them on pregnancy options
- Demonstrated attention to detail in performing assessments and communicating acute changes in patient health
- Communicated with non-English speakers using interpreters, limited foreign language knowledge, and non-verbals

RELEVANT WORK EXPERIENCE

Direct Care Professional, Roseville Assisted Living, MN

December 2019 - Present

- Provide care to residents with disabilities related to basic activities of daily living (e.g. toileting, feeding, bathing, etc.) and empower their independence in the home and community
- Interact with residents with nonverbal communication skills and anticipate their needs
- De-escalate high-tension, behavioral situations with respect, patience, understanding, and kindness
- Partner with residents to pursue established goals as outlined in their Coordinated Support Service Plan Addenda (CSSPAs)

Summer Nurse Intern, Allina - United Hospital, St. Paul, MN

June 2021 - August 2021

- Provided holistic, patient-centered, and collaborative care to a full load of 3-4 patients each shift
- Charted and communicated concise, detailed, and pertinent information in a timely, professional manner

Activities Instructor, New Brighton Community Center, MN

June 2018 - August 2019

- Instructed skills and recreational safety to infants, children, and adults in a creative, engaging way
- Monitored the safety of participants and communicated instructions clearly and effectively
- Created a calm, positive, and welcoming environment for the children to grow and learn in

SKILLS

Soft Skills: Customer Service, Team Player, Problem Solving, Integrity, Empathy, Initiative

Technical Skills: EPIC, Head-to-toe Assessments, IV Pump Usage, Total Cares

Certifications: BLS, American Red Cross (May 2021)

VOLUNTEER

Panelist, Myolde High School, Myolde, MN

December 2021

- Shared about my college experience as a first generational college student with high school seniors

Volunteer Lifeguard, Pencer Lake Camp, Winnetoba, MN

July 2021

- Volunteered as a lifeguard for two weeks while my church and others used the camp facilities

NATALIE NURSE

St. Paul, MN ~ Cell: (555) 555 5555
natalienurse@gmail.com

Recent BSN Graduate, with a previous Biology degree and experience working in healthcare, passionate about working with mothers, babies, and their support alongside a top-notch team at United Hospital in St. Paul.

HIGHLIGHTED CLINICAL EXPERIENCES

Labor & Delivery – Maple Grove Hospital

- Anticipated the needs of expecting mothers and assisted with their labor and delivery processes.
- Assessed, planned, implemented, and evaluated patient care using professional knowledge and critical thinking skills to provide holistic care.
- Partnered with providers, nurses, families, and patients to deliver excellent continuity of care.

Pediatrics – Minnesota Children’s Hospital

- Demonstrated attention to detail in assessing and communicating acute changes in patient health.
- Educated parents and guardians on patients’ healthcare needs and conditions.

ER Preceptorship – Mayo Clinic Health Systems

- Provided immediate care to critical patients upon their arrival to the Emergency Department.
- Administered medications, IV therapy, provided wound care and assisted with a number of procedures.
- Documented daily assessments and completed tasks using computerized documentation systems (EPIC).

RELEVANT WORK EXPERIENCE

Infant and Toddler Care Worker/Teacher, Various Employers (during school breaks)

Sunrise Academy, Woodbury, MN; October 2019 - December 2021

Day View Childcare, Maple Grove, MN; December 2018 - November 2019

- Created a calm, positive, and welcoming environment for the children to grow and learn in.
- Developed daily plans and behavior interventions based on the holistic needs of each child.
- Managed unexpected interruptions, events, and emergencies while still staying on a regular schedule.
- Tracked and completed individual daily progress reports, which were delivered to parents via an electronic system.
- Maintained a positive, professional, and collaborative attitude with supervisors, parents, and coworkers.
- Followed work policies and procedures including accreditation standards, infection control measures, food-borne illness prevention, child safety measures and general company policies and procedures.
- Communicated with parents/guardians to ensure development and care was consistent at home and school.

Certified Nursing Assistant, St. Cloud Homes, St. Cloud, MN; Summer 2018

- Provided care to residents based on their level of mobility and independence related to basic activities of daily living (toileting, feeding, bathing, changing, transferring, etc).
- Interacted with residents with nonverbal communication skills and anticipate their needs.
- Monitored, recorded, and communicated patients’ condition via computerized documentation systems such as EPIC.

CROSS-CULTURAL EXPERIENCE

Transcultural Student Nurse, Living & Learning, Quito, Ecuador; May 2021

- Interacted with a diverse population of patients while modeling professionalism with awareness and cultural sensitivity when treating patients.
- Communicated with non-English speakers using limited Spanish knowledge, interpreters, language resources, and non-verbal communication.

English Tutor, Sobid Family, St. Cloud, MN; September 2017 - April 2018

- Provided 1:1 tutoring in fluency of American English, twice a week after school to two brothers of Somali ethnicity

NATALIE NURSE, Page 2 of 2

St. Paul, MN ~ Cell: (555) 555 5555
natalienurse@gmail.com

Recent BSN Graduate, with a previous Biology degree and experience working in healthcare, passionate about working with mothers, babies, and their support alongside a top-notch team at United Hospital in St. Paul.

SKILLS

Soft Skills: Patient Care, Active Listening, Receptive to Training, Eager to Learn, Communication, Collaborative

Technical Skills: Charting in EPIC systems, Navigating Excel Spreadsheets

Clinical Skills: Medication administration, dressing changes, irrigation of wounds, IV insertion, IV pump set up, EKG (placement of wires), Head-to-Toe Assessments, patient education.

EDUCATION

Bachelor of Science in Nursing; Completed: November 2021

University of Northwestern St. Paul, MN

- GPA: 3.65 / 4.00
- Clinical experiences in: Foundations, Advanced Medical Surgical Nursing, Pediatrics, Labor & Delivery/Postpartum, ER Preceptorship, etc.

Bachelor of Science in Biology; Completed: May 2018

St. Cloud State University, MN

- Graduated Summa Cum Laude; GPA: 3.85 / 4.00

LICENSES & TRAININGS

Minnesota Nursing License: NCLEX-RN Scheduled for December 2021

Basic Life Support (BLS); Valid until April 2023

HIPAA Privacy & Security Training; June 2021

Covid-19 Contact Tracing; June 2021

Psychological First Aid Training; June 2021

Moral Resilience Training; July 2021

OTHER WORK EXPERIENCE

Seasonal Team Member, Starbucks, West St. Paul, MN; November 2021 - Present

Server, Key's Cafe, St. Paul, MN; August 2020 – Present

Instacart Shopper & Delivery, Various Locations around Twin Cities; May 2018 - August 2020

December 31, 2021

United Hospital
333 Smith Ave S.
St. Paul, MN 55102

NATALIE NURSE

St. Paul, MN ~ Cell: (555) 555 5555
natalienurse@gmail.com

Subject: Job ID: 55123

Dear Nursing Recruiter,

This letter expresses my eagerness to apply for the Registered Nurse position on the Labor & Delivery Unit within United Hospital. I have wanted to work for Allina Health since before applying to nursing school, due to its excellent reputation throughout the Twin Cities and western Wisconsin as a compassionate provider that serves each person holistically. I have recently completed the BSN program at the University of Northwestern – St. Paul and was licensed in December by the state of Minnesota. I have much to offer this unit, in addition to my nursing license and BSN, including my passion for working with diverse populations, relevant experience, and my additional Biology degree.

My background encompasses several years of varying realms of biology and healthcare. While I have much to learn, I come in with an excellent understanding of the science in addition to the principles of nursing. I believe my past and present experience, in addition to my strong academic history, will give me the foundation to quickly become a leader on the team and contributing highly toward the hospital's overall goals of holistic patient wellness and top-notch care.

In the past several years, I have held a variety of roles that have required deliberate care, concern, and strong communication. Whether as an Instacart shopper, CNA, English tutor, or a daycare worker, I had to put other's needs before my own. Each role required me to be able to answer for my actions to a consumer in a way that impacted my work and the lives of those around me. I thrive under high-pressure situations, and know how to communicate well as we work to respond to emergencies and further educate those around us.

My leadership qualities include a constant desire both to learn and contribute, a genuine enthusiasm for serving diverse populations, and the ability to maintain composure and think critically in high-stress environments. As a student nurse in Quito, Ecuador, a woman went into shock in front of me and I was able to respond immediately and ensure she received the proper care while we waited for the local physician to take over, despite the language barrier. I believe I will serve as an asset to patients and coworkers and complement the values and standards of a United Hospital nurse.

As a new and enthusiastic nurse, I look forward to having the opportunity to meet with you to discuss my potential to contribute as a member of your team. Thank you for your consideration.

Sincerely,
Natalie Nurse

Informational Interviews

UNW Alumni

UNW Career Coach, Jacob Cochran, reached out to a few alumni via email and LinkedIn to do informational interviews and give advice to soon-to-be UNW Nursing graduates.

Find alumni and other connections via Career Communities to facilitate your own informational interviews and get advice:



Read how the individuals Jacob reached out responded in the following pages...

Kayla Lynch

Flight Nurse



How did you determine you wanted to become a flight nurse?

I've always been very comfortable flying. I had a friend in an ATV accident while we were riding up north and they flew a helicopter in to a road nearby and loaded up my friend into the aircraft. They transported my friend to the Twin Cities, and if he hadn't been flown, he likely wouldn't be here today. I was so moved by this experience and the fact that a nurse and a paramedic could serve a region like mine that would otherwise go without the necessary care they may need. I knew then that I wanted to pursue flight nursing someday. My path to nursing wasn't exactly straightforward, and while that makes things challenging, I'm so grateful for it now.

Do you have any particular advice for nursing students when it comes to their resumes, cover letters, or other application materials?

I'm in a role now that includes interviewing candidates regularly, so I look at a lot of resumes and cover letters after they've been screened by HR recruiters. Do you research and use examples, but write a real, authentic cover letter. Try to minimize your resume to one page. Take your time on your resume and make it professional. Ask for help with this from advisors, mentors, or resume-assistance services. Talk to your instructors, advisors, mentors, previous employers, and others to maintain relationships, network, and build yourself a network who you can go to later in your career for advice. Keep those doors open. You may also want to request recommendation letters from these individuals which can be used as supplementary material during your interview process.

What's the most challenging part of your job?

The most challenging part is always being 100% present and on top of my game. If I have life stressors or personal circumstances, I check those things at the door. My patients are often in life-or-death situations, are critically ill or injured, and are in extremely vulnerable places-- I have to show up for them, and if I'm off my game, it could impact the outcome for that patient, their family, and other loved ones. That's a big responsibility, but remembering that keeps me grounded in my work and allows me to focus on what's most important in that moment.

Do you have any particular advice when it comes to interviewing?

Go in prepared, be yourself, and you'll do just fine. There are so many resources out there these days on interviewing and nursing-specific interview questions. Don't get hung-up on your words or ramble until your face turns blue, but be yourself, be natural, and respond truthfully and honestly. Practice mock-interviews with friends, do this with a current nurse if you have any in your network, and don't be afraid to admit you don't know something or aren't sure of how to respond to a question. Take your time, take deep breaths-- it's ok to be nervous. A healthy level of nervousness shows you're excited about the opportunity-- just don't let that nervousness take over. Take a deep breath before you answer the interviewer's questions, pause as needed, as for a minute to think of an example-- they want you to succeed, and they want to hire you.

What is your role?

I am a flight nurse in the Washington DC/VA/MD region, and I'm also the Nursing Professional Development Specialist for their team-- I am responsible for all curriculum development, education design, development, and implementation, as well as clinical rotation coordination, cadaver labs, skills days, and other educational opportunities for their EMTs, ALS paramedics, Ground Critical Care Nurses and Paramedics, and Flight Nurses and Paramedics. I've been able to pair my favorite things-- education and flight nursing, and I couldn't be more blessed to be doing a job that encompasses all the things I love. I'm actively mentoring students from a number of universities, and I'm always open to mentoring others, assisting with resumes and job interview-prep, etc. Please don't hesitate to reach out if you know of students who may want to connect.

Is there any particular things you should or should NOT do in the first 90 days of employment to help set yourself up for success?

Listen, in my opinion, every day at your job is an interview no matter how long you've been there. You should show up ready to be engaged and learn every single day with no exceptions. Start good habits early on and that will carry with you through your career. Don't let yourself fall into negativity and poor habits early in your career. Offer to help others, even if you're not sure how quite yet-- they'll appreciate you and accept you more quickly as a member of the team. They'll likely feel more inclined to return the favor. Ask questions, listen, use what you're learning to change your practice, be open to feedback, don't get defensive if someone is explaining a way you might improve. Instead, reflect on what they're saying, analyze it and sit with it for a while before taking any action. Always thank people for their feedback, and humble yourself to recognize that you don't know everything, no matter how long you've been in your role. If you are concerned about something, speak up. You have to take ownership of your orientation-- this is YOUR career after all.

Do you have any advice on appropriate ways students can affirm the work done by their preceptors, faculty, and staff in a way that is authentic and yet also possibly helps them down the line if they need a reference, advice, etc.?

For me, I was always just happy to hear from students I had worked with or mentored or tutored to find out what they were doing now. Let your instructors know when they've made an impact. You don't have to tell them how amazing they are and how much you loved their class-- just show up or give them a call or shoot them an email to give them an update on where things are at, what job you got, how things are going, if there are things you're bringing with you from nursing school into your clinical practice... they love to hear from you, and maintaining those relationships can be a very positive thing for your career and for you personally.

I am so grateful I kept up with some of my instructors, as they're wonderful people who I now call dear friends, it opened up opportunities for me to become an educator and to begin tutoring, mentoring, etc. They showed me that I had a passion for educating. I think if you go in with a genuine appreciation of how they contributed to where you are at, you won't have to worry about authenticity, and they'll openly and willingly provide references, recommendation letters, and other resources for you.

Anna Spooner

Obstetrics RN in Nashville, TN



Was it difficult finding a nursing job in a different state from where you studied?

I don't think finding a job in a different state was necessarily any more or less difficult than finding one in-state. When applying out of state, however, you do miss out on any connections that you would have made with anyone in an in-state hospital (such as getting a job at a place where you had your senior practicum because those managers already know you). The most challenging aspect was deciding which state to get licensed in. With how the timing worked out, I chose to become licensed in Minnesota and then transfer my license to Tennessee instead of becoming licensed in TN right away.

What are the most fulfilling and challenging parts of your job? Any advice on how to appropriately process and cope with the challenging portions of the job?

In high-risk obstetrics, I like being able to walk through stressful moments with patients and help them see little aspects of hope. In general, I've found the most challenging part of nursing to be dealing with changes that you didn't expect. For example, policies might suddenly change, your unit might change into a different type of unit, or a pandemic might occur, and you must adapt to meet whatever is required. It takes a toll physically, mentally, emotionally, and spiritually. The most challenging part of my current job is working with patients with miscarriages, especially after caring for the patients for weeks already. Each person will find a different way to cope, but I find journaling, having medical people to talk to, praying, and walking outside with my dog helpful in processing the difficult aspects of nursing.

Any advice when it comes to resumes, cover letters, or other application materials?

I was super nervous for the entire application process! Honestly, the people at the Career and Leadership Development office were very helpful. I went to them for practice interviews and help with my resume. In general, research the place you are applying to and pull out key words from their application, mission, and values. Also, tailor your resume to whatever position you are applying to (e.g. put OB/Peds or ICU clinicals first if that's a position you are applying to). Additionally, highlight any leadership, cross-cultural, or unique experiences that may set you apart as well.

Do you have any particular advice when it comes to interviewing?

In interviewing, be professional. They usually ask things like "tell us about a situation when..." To help prepare for that, I went over my CPETs and picked out a few specific experiences that I could use to cover multiple scenario questions that they could ask; this way, I didn't get overwhelmed by trying to think of experiences during the interview. Also, as silly as it sounds, make sure you can answer the "tell us a little about yourself" question without rambling.

Advice for the first 90 days in the job?

Ask questions! You'd be surprised at how many times new nurses come in with an attitude of thinking they know it all. While it is very important to remember and implement what you have learned, be open to what people are teaching you, and ALWAYS ask questions when you don't know something. It's very dangerous if you do not ask questions. Also, take every opportunity that is given to you. If a preceptor says would you like to see such and such, say yes even if you've seen it or done it before. Repetition is key. Likewise, if you've done something before and you have to do it again but your preceptor asks if you would like to do it or if you would like them to do it, do it yourself (assuming you have time), it shows initiative. Also, as you get more comfortable and are nearing the end of your orientation, offer to help other nurses, being a team player goes a long way.

Other advice you have for the students?

You've put a lot of time and effort into this career, so go enjoy it! As you start your first job, remember you are about to learn a new workflow. Have grace for yourself. Be competent and confident in your knowledge and skills, but most importantly, be humble and ask for help when you need it. Remember, your patients are actual people, so if you are unsure about something, it's better to ask and potentially have your ego be a little hurt than not to ask and potentially risk someone's life.

Do you have any advice on appropriate ways students can affirm the work done by their preceptors, faculty, and staff in a way that is authentic and yet also possibly helps them down the line if they need a reference, advice, etc.?

Having precepted multiple students, new nurses, and new hires, I always appreciate a little thank you note and/or gift. Friending people on social media is also helpful as well so that they can better remember a face to go with a name. In general, being nice and going above and beyond when you can is always helpful.

Corey Fischer

Med/Surg RN at Lakeview Hospital

Corey graduated May '22 and waited until October to begin applying.



What was the turnaround time on your start date after getting the offer?

It was around a month. I had the interview on November 9th, with an unofficial job offer that same day, it took until Friday to get the official offer. They set my official start date to December 12th. I'm just about to finish orientation which included a week of computer stuff, a shadow shift, and then a total of 16 training shifts. I have my first independent shifts coming January 21st.

Advice for students:

- I highly recommend using UNWSP Career Services; it really helped set goals, and prepare cognitively, emotionally, and professionally. I also highly recommend using the Big Interview site. It was so straight forward and easy. At least do the Essentials or Fast-Track course but don't forget to look through the industry specific interview questions.
- What set me apart from other candidates was the incredible experiences I had at Northwestern. The international trip also was a big selling point. I think it fascinates the interviewer as they don't here about other programs doing that.
- It definitely helped that I already had experience at their facility and could use examples to answer their questions.
- I just started going through the book "First-Year Nurse" by Beth Hawkes and it has helped me through some of the imposter syndrome and being too critical of myself. Also, I am currently meeting monthly with a mentor from NCF and she has been so wonderful to talk through the ups and downs and for her thoughtful prayers.
- Simplify life so you can concentrate on doing and feeling your best as a new nurse. I need to use my free time to decompress and do those self-care things we talked about during school (though never was able to actually do ;D)
- I would recommend reaching out to recent alumni who just went through that phase as it can be helpful to get tips on how they decided to pick the amount of FTE (hint you can always pick up more shifts with bonus pay and 1.5x or 2x pay), the right questions to ask (how long does it take to move off of night shift, or every other weekend to every third weekend), etc.
- Research (YouTube) what scrubs to get, shoes are the most comfortable, if you want a foldable clipboard, etc.
- If anybody wants to hear how great Lakeview Hospital is, I'll be happy to tell them.

Interviewing 101 for Nurses

Types of Interview Questions:

Type 1: Direct Questions

These are close-ended in nature, and therefore will often require simply a yes or no answer to verify your credentials for the job. Example: "Have you worked with Epic charting systems?"

Type 2: Non-Direct Questions

Broad and more open-ended, they are more subjective and can be used to check the validity of a previous experience or determine self-awareness. Ex.: "What are your strengths and weaknesses as a nurse?"

Type 3: Hypothetical or Situational Questions

These are used to test your analytical, critical thinking and problem solving skills. Ex. "How would you handle a difficult patient who is refusing care?"

Type 4: Competency Questions

Designed to test specific knowledge and competency needed for the role. These are less common in an interview. Ex.: Here is your patient assignment...then this happens...what is your priority and rationale?"

Type 5: Behavior-Based Interviewing

These have become some of the most common questions asked in an interview, as you can learn many of the skills and competencies on the job, but many behaviors cannot be easily trained or taught (i.e. compassion, professionalism, privacy, etc.). These questions often start with "Tell about a time when..." and should be answered using the STAR technique.

Situation/Setting - Think of a situation in which you were involved that had a positive outcome.

Task - Describe the tasks involved in the situation.

Action - Specify what actions you took in the situation to complete the tasks and achieve your results.

Results - What specific result(s) followed due to your actions? How did others react?

Practice these behavioral-based questions below using STAR

"Talk about a conflict within your healthcare team. What was the conflict and how did you handle it??"

Situation:_____

Task:_____

Action:_____

Results:_____

"Describe a time you provided effective patient or family education."

Situation:_____

Task:_____

Action:_____

Results:_____

Type 6: Your Questions!

Most of the time, at the end of an interview, the interviewer will ask if you have any questions. While it is tempting to ask about salary and vacations, what you ask about during this time reflects on you and is still factored into their decision to hire you or not. Be purposeful in asking questions that will give you pertinent information, while reflecting your best intentions for the role. (Examples: What does the training period look like, and are there any mentor programs beyond training? How does this nursing environment facilitate collaboration amongst staff? Are there opportunities for professional development and continuing education?)

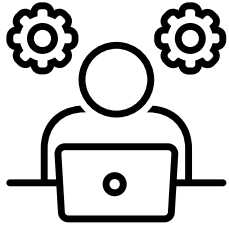


Interviewing Tips



Interviewing can be stressful. If you are prepared, the less stressful it can be and the more you can let your true, professional self shine. Use the tips below, and more importantly, login to Big Interview to prepare and practice. Use the QR code, or navigate to unwsp.biginterview.com. Once logged on, browse ALL of the helpful resources. For nursing specific resources, navigate to "Interviews" > "Practice Sets" > "Industry" > "Healthcare" > "Nursing".

Tips for Interviewing



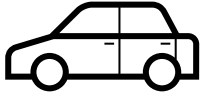
Practice

Practice common interview questions with a friend, in a mirror, or using your camera.



Dress to impress

"One level up"



Arrive Early

Check the traffic conditions at the same time the day before.



Be likable and engaged

Stay calm

Some nervousness is OK, but also display how you can remain calm under pressure.

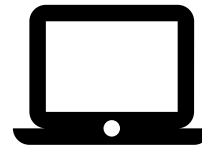


Send a thank you card/email

Not everyone agrees on this, but it does not hurt.



Tips for Virtual Interviewing



Test your technology



Turn off notifications and other technology

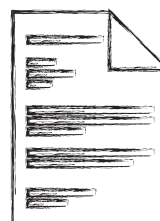


Control the distractions in your environment



Check your camera and lighting.

Camera, at or slightly above eye level, arm's-length away, with your face lit, feet on the ground, avoiding slouching.



Have reminders

Have post-its next to your screen with reminders like the company's mission statement, or "Smile".