



## CAREER SERVICES OFFICE

### HOW TO PREPARE AN EFFECTIVE RESUME FOR NURSING STUDENTS

A resume is a short summary of your skills and experiences. It should be focused and clearly demonstrate why you are qualified for the position or program to which you are applying. Therefore, the format, content and style need to highlight why you are deserving of an interview.

**Appearance:** There is no prescribed format for a resume, though three common formats are described below. Your resume should reflect you and target your unique experiences and qualities to the job in which you are applying.

**Helpful Hint:** It is a fact that the average person spends about 20 seconds reading each resume the first time. An attractive, easy to read resume is a must and listed below are the basics that can help you create the best resume.

#### THE BASICS

- **Do not use a resume template. Start with a blank Word document.**
- A one page resume suits most students. People with more experience can expand to two pages.
- No typos, grammatically correct, and no full sentences are required.
- Results oriented with quantifiable, truthful information. Honesty is key on a resume.
- Short, concise phrases starting with action verbs that document accomplishments (see list provided).
- White space is important on the resume, though margins can be as small as .05.
- Use of bullets can highlight a particularly important section, as does bolding or italicizing words.
- You do not need to list everything, only things relevant to the position.
- Avoid the use of personal pronouns "I", "my", "me", "our".

- Have your resume reviewed by many people (i.e., Career Services, faculty, parents, alumni).

#### RESUME FORMATS

**Chronological:** This is the most common and recognizable format to employers. This format lists your educational and employment experiences in reverse chronological order (most recent first).

**Functional:** This format is well suited for those who are trying to change fields and have strong transferrable skills. It focuses on your qualifications/skills and places less emphasis on previous employers or job progression. This is the least common format used by applicants.

**Combination:** Combines the best features of the chronological and functional formats by highlighting related skills and strong work experience.

#### TIPS ON CONTENT OF RESUME

**Heading:** Your name should be in a larger (up to 14-16 point) font. Make sure you have the correct contact information including address, phone, and e-mail without the link enabled.

**Objective:** The objective is an optional component and is rarely used. If you use one it should be focused and specific (i.e., Marketing Intern for Kellogg Company). Your cover letter generally states your objective.

**Education:** Include the name of your degree, major, school, city, state, and date of completion or intended completion. You can include your GPA and relevant coursework.

**Skills:** In a combination or functional format you would include this section. These skills will be relevant to the position and can be pulled from any of your experiences. This section will be placed near the top of the page to be seen first. Common section heading titles are Relevant Skills, Related Skills, or Nursing Experience.

**Experience:** You may include paid, unpaid, full-time, part-time, internships, and volunteer positions. Use action verbs and short phrases to explain your qualifications and catch the reader's attention. Using numbers can validate your skills and experience.

**Extracurricular Activities:** Include membership in clubs, organizations, professional societies, sports, and committees, etc. You can describe your responsibilities and leadership positions, but it is not necessary if you are struggling with space.

**Computer and Foreign Language Skills:** For foreign languages, provide a level of proficiency (i.e. advanced proficiency, fluency, conversational). List any software that you can use, database skills, and any others related to the job.

**Interests/Special Skills:** This is optional and if listed should be specific (i.e., Chinese History, Silent Films, Technical Mountain Climbing) or even specific to your field.

## **ACTION VERBS**

Begin each description on your resume with a strong action verb with help from the list to the right. Try to use different action verbs throughout your resume. If you have a job description to which you are applying, try to use the words that are used in that description to describe your experience. Do not overstate your responsibilities (i.e., use "founded" if you alone created an organization, otherwise use "Co-founded" if you were one of ten). A thesaurus can be very helpful if you are struggling for words.



**(Check out the video above for killer resumes)**

### **Contact Career Services**

James Westhoff, Director  
203 Peabody | 207.992.4909 | westhoffj@husson.edu  
[www.husson.edu/careerservices](http://www.husson.edu/careerservices)

**(Updated June 2014)**

## **Administration**

Approved, arranged, cataloged, classified, collated, compiled, conducted, coordinated, documented, initiated, inspected, monitored, operated, organized, prepared, prioritized, purchased, recorded, rectified, resolved, spearheaded, specified, supervised, systematized, transformed, terminated

## **Analysis**

Amplified, analyzed, calculated, compiled, computed, detected, diagnosed, disapproved, evaluated, examined, forecasted, formulated, identified, investigated, programmed, researched, solved, studied, surveyed

## **Communications**

Acted as liaison, advised, advocated, arbitrated, authored, counseled, corresponded, commented, consulted, displayed, edited, guided, instructed, interviewed, interpreted, informed, lectured, lobbied, moderated, marketed, mediated, negotiated, published, presented, promoted, recommended, referred, taught, trained, translated, wrote

## **Manual**

Assembled, built, constructed, delivered, installed, maintained, navigated, operated, remolded, restored, repaired, rewired, replaced

## **Planning and Development**

Created, designed, developed, drafted, devised, discovered, estimated, initiated, improved, modified, planned, proposed

## **Management**

Audited, allocated, balanced, catalogued, charted, collected, documented, expedited, invested, inventoried, logged, maximized, procured, processed, scheduled, updated

## **General**

Accomplished, achieved, completed, contributed, enhanced, evaluated, expanded, handled, increased, originated, performed, provided, served, strengthened, transformed

# Rebecca Bloomingstock

20 Polar Lane

Bangor, ME 04401

207-555-3490

bloomingstarr@my.husson.edu

## Education

**B.S Nursing**, Husson University, Bangor, ME. GPA: 3.6

Expected, May 2013

## Clinical Experience

**Senior Partnership Medical Unit**, St. Joseph's Hospital

month/year

- Administered IV medications
- Assessed for signs and symptoms of potential complications
- Analyzed and evaluated critical lab values
- Collaborated effectively with coworkers, pharmacy, and physicians to maintain high standard of patient care

**Pediatric Acute Care**, Eastern Maine Medical Center

month/year

- Communicated effectively with children and families facing difficult diagnoses
- Increased awareness of disorders and interventions used to treat them
- Maintained proactive therapeutic environment
- Demonstrated exceptional verbal and non-verbal communication that ensures a healing environment and focuses on patient care

**Psychiatric Care**, Acadia Psychiatric Hospital

month/year

- Provided prescribed medications
- Documented patient care and evaluated progress
- Initiated age appropriate interactions

**Medical/Surgical**, St. Joseph's Hospital

month/year

- Trained on preoperative and post operative assessments and procedures
- Proficient in administering dressing changes and bedside management
- Communicated skillfully with patient, family and co-workers
- Performed effectively in a fast paced constantly changing environment
- Utilized critical thinking skills to safely manage patient care

**Pediatric Oncology**, Mercy Hospital

month/year

- Treated patients with medicinal and non medicinal interventions
- Answered questions of patients and families skillfully and appropriately

## Volunteer Experience

**Volunteer**, Student Nurse International, Port Au Prince, Haiti

month/year

**Volunteer**, Shriner's Hospital, Springfield, MA

month/year

**Volunteer**, Komen for the Cure, Bangor, ME

month/year

## Employment

**Server**, Woodman's Grille, Orono, ME

dates employed

**Math Tutor**, Husson University, Bangor ME

dates employed

## Achievements & Certifications

**RN-BSN license**

date

**CPR & AED**, Healthcare provider basic life support

date

**Sigma Theta Tau**, International Nursing Honor Society

date

**Dean's List**, Husson University

date/s

# **HENRY JUNG**

542 Stonewall Rd.

Holden, ME 04429

555-555-5555

hj22@hotmail.com

## **NURSING QUALIFICATIONS**

- Advocated for patient's rights and ability to understand patient's needs and concerns
- Adapted easily to environment change and work schedules
- Developed critical thinking skills to provide competent patient care
- Communicated well and with positive attitude to patients, families, and colleagues
- Lead teams in a creative and positive work environment to uplift patients' spirits

## **EDUCATION**

**B.S., Nursing**, Husson University, Bangor, ME.

May 2014

**Magna Cum Laude; Dean's List (2007-2009)**

**Sigma Theta Tau Nursing Honor Society Omicron Xi Chapter (2009)**

## **HEALTHCARE EXPERIENCE**

**Psychiatric Nurse**, Acadia Hospital, Bangor, ME

April 2011-Present

- Acted as Charge Nurse in several cases
- Provided prescribed medications and treatments
- Documented and assessed patient care based on plan
- Initiated age appropriate therapeutic interactions

**Staff Nurse**, Eastern Maine Medical Center, Bangor, ME

Oct. 2010-Dec. 2010

- Provided prescribed medications and treatments
- Documented and assessed patients

**Emergency Medical Technician/Fire Fighter**, Holden, ME

June 2006-Current

- Responded to emergency situations and triaged patients
- Provided night coverage for fire department

## **CLINICAL ROTATIONS**

**Partnership, ICU/CCU & Emergency**, St. Joseph's Hospital. Spring 2014

**Medical/Surgical**: St. Joseph's Hospital. Fall 2013

**Labor & Delivery**: Eastern Maine Medical Center. Spring 2013

**Pediatrics**: Eastern Maine Medical Center. Fall 2012

**Community Mental Health**: Dorothea Dix & Acadia. Fall 2012

**Community Health**: Waldo County Home Health & Hospice Care. Spring 2012

## **CAMPUS AND COMMUNITY ACTIVITIES**

**President**, Husson University Organization of Student Nurses: Fall 20013-Spring 2014

**Mentor**, Husson Nursing Mentors

**Member**, NSNA (spell this out)

**Student Representative**, Undergraduate Conduct Board

**Team Leader**, Husson 1<sup>st</sup> Year Orientation program

## **COMPUTER SKILLS**

Advanced Nursing Information Courses, Access, Excel, PowerPoint