



THE NURSING RESUME & NURSING RESOURCES

TOPICS TO INCLUDE

- **Name***
- **Contact Information**
- **Education**
- **Licenses/Certifications**
- **Related Experience**
 - Clinical Experience
 - Other Related Experience
- **Special Skills/Proficiencies**
- **Professional Memberships**
 - Professional Meetings
- **Professional Leadership/Activities**
- **Public Health Community Service**
- **Campus/Community Leadership/ Service**
- Publications
- Presentations
- Honors/Awards
- **References**

* Bolded topics are expected to be included by no later than the senior year.

CONTENT FOR CLINICAL EXPERIENCE

Organize headings according to what is most relevant to the employer. Focus on content first; prioritize it for the reader, from top to bottom and left to right. Types of content to include:

1. **Settings** - Did you work in a hospital, or other clinical health care setting?
2. **Who you worked with** - What types of professionals did you work with? Ex., nurses, specialists, doctors, Physician Assistants, Nurse Practitioners, technicians, other health care professionals?
3. **Populations you served** - What populations have you treated? Ex., adults, children, the elderly, underserved communities or bi-lingual populations?
4. **(Clinical) issues you addressed** – What disease states did you treat? Observe? How did you treat? What equipment did you use? What procedures did you conduct?
5. **Achievements/Skills** - What clinical skills did you use? Did you use your bi-lingual skills in a medical capacity? Quantify and qualify your statements – add numbers, percentages, etc.

Professional Organizations

- List full name of organization as well as the abbreviation. List name of meeting, location and date.

Campus/Community Leadership and/or Service

- Add details to your entries which are most related to your profession. Indicate tasks undertaken, populations served, those with whom you worked and your accomplishments.
- Not all Extracurricular Activities are relevant to your profession. Do list them but limit adding details for these.

REFERENCES

- The reference list always starts on a separate page. Include full contact information: Name, Title, Employer Address, Work Phone, Email. Include 1-2 statements regarding relationship.
- Have 3-5 recommenders; good choices include:
 - Preceptors
 - Faculty/Advisors
 - Coaches/Organizational Advisors
 - Supervisors
- Use professionals who can/will speak well about you
- Ask! Coach! Provide your resume to all recommenders
- Send a Thank You note to your recommender when your recommendation is complete

GUIDELINES

- **Include keywords of your profession.**
- **Include measurable outcomes if possible.**
- Use **action words** (present or past tense based on dates) to describe duties/tasks/responsibilities.
- Write statements, not sentences. No more than 7 lines of continuous text; use bullets or symbols to break it up.
- Be consistent in your formatting, ex. Spell out state names vs. state abbreviations
- Use standard margins (.7" – 1.0") and font size (10-12 points), except for your name on 1st page only (14-16 points).
- Highlight achievements, attributes, skills, abilities, and experiences to your best advantage; align/arrange according to the targeted employer's requested specifications.



NURSING RESOURCES

Networking Associations:

- **American Nurses Association**, <http://www.nursingworld.org/>
- **National Student Nurses' Association**, <http://www.nсна.org/>
 - **Career Center**, <http://www.nсна.org/career-center.html>
- **allnurses: A Nursing Community for Nurses**, <http://allnurses.com/>
 - *Nursing News, Articles, Discussions*
- **Others:**
 - [The American Association of Critical Care Nurses \(AACN\)](#)
 - [National Association of Neonatal Nurses \(NANN\)](#)
 - [Hospice and Palliative Nurses Association](#)
 - [Emergency Nurses Association \(ENA\)](#)
 - [Association of Rehabilitation Nurses \(ARN\)](#)
 - [Association of Pediatric Hematology/Oncology Nurses \(APHON\)](#)
 - [Association of periOperating Room Nurses \(AORN\)](#)
 - [American College of Nurse-Midwives](#)
 - [American Academy of Ambulatory Care Nurses \(AAACN\)](#)
 - [Association of Nurses in AIDS Care \(ANAC\)](#)
 - [Association of Camp Nurses \(ACN\)](#)
 - [The American Association of Nurse Attorneys \(TAANA\)](#)
 - [American Association of Legal Nurse Consultants \(AALNC\)](#)
- **LinkedIn.com** is a great place to start! Try the ["The Student job Hunting Handbook"](#) by LinkedIn
 - 1700 nursing associated groups:
 - [Nursing Beyond the Bedside](#)
 - [NURSING JOBS](#)
 - [Nursing Leadership](#)

Career Guides:

- CareerProfiles: career and job search guide – **Nursing**
<http://www.careerprofiles.info/nursing-careers.html>

