



SAINT JOSEPH'S
COLLEGE

Resume Writing Workbook For Nursing Majors

For assistance with a resume, a cover letter, interview preparation, or answers to any career related question, contact us in the Career Services Center:

Pete Seavor, Associate Director of Career Services
207-893-6637
pseavor@sjcme.edu

Or just stop by the Center on the first floor of St. Joseph's Hall.

Resume Writing Guidelines

Purposes of the resume:

- To communicate your valuable experiences and achievements to prospective employers and organizations.
- To get an interview.

Before writing your resume:

- Develop a career objective that illustrates the position your interested in and what you can do for them
- Reflect on your past work experiences, skills, values, interests, and personality
- Brainstorm and/or use the resume worksheet
- Resume content:
 - Identification data: name, address(es), phone number(s), Email address
 - Objective: inform employer of your job interest and how your values/goals/skills/abilities match the employer's stated values/goals as found on the website
 - Education: institution(s), location(s), degree(s), major(s), date of graduation, GPA if >3.2
 - Work experience: describe skills and responsibilities using short phases and action verbs
 - Honors and awards: educational, work, association, club, and sport related
 - Campus activities: name, office held if any, years involved, achievements
 - Special skills: usually refer to computer skills and foreign languages
 - Community service: event, year involved, outcome of event, and office held if any

Key points to remember:

- Stay positive in your writing style and remember to sell your experiences and education
- Be concise and clear: keep it to a page and use short phases and action verbs
- Take your time: make a rough draft first and bring in to Career Services for a critique

Do:

- Take time in developing a resume that reflects your career goals.
- Create your own resume.
- Brainstorm and/or use a resume worksheet before you try to construct a resume for the first time.
- Write a career objective that focuses your resume to the employment opportunity.
- Make certain there are no mistakes on your resume. Have another person critique it for you.
- Format the resume so that it is logical to you and the reader. Make certain it is easy to read and professionally presented.
- Use resume paper and a quality printer. Both available in the Career Services Center
- Remember that the resume is only a document that illustrates what you have done in the past.
- Keep in mind that the resume will not land you a job but it can result in an interview for a job.

Don't:

- Use Microsoft Word resume templates or wizards.
- Write a resume that is longer than one page.
- Try to incorporate more than one career objective on a single resume.
- Write an autobiography or list every job you have ever had.
- Include information that may provoke discrimination by the reader, i.e., religion, political affiliation, ethnicity, marital status, number and age of children, age, gender, health status, height, or weight.
- Sell your volunteer, extracurricular, and internship experiences short.
- Lie about anything!

235 Resume Action Words

accelerate	coordinate	head	participate	sell
accomplish	create	help	perform	serve
achieve	decrease	hire	pinpoint	shape
acquire	define	identify	pioneer	show
activate	delegate	implement	plan	simplify
adapt	deliver	improve	prepare	solve
address	demonstrate	improvise	present	sort
administer	designate	increase	prevent	specify
advance	design	influence	process	sponsor
advise	determine	initiate	procure	staff
allocate	develop	inspect	produce	standardize
analyze	devise	inspire	program	start
anticipate	direct	install	project	stimulate
apply	discharge	instigate	promote	streamline
appoint	discover	institute	propose	strengthen
appraise	distribute	instruct	prove	stretch
approve	document	integrate	provide	structure
arrange	double	interpret	publish	study
assess	earn	interview	purchase	suggest
assist	edit	introduce	realize	summarize
assign	effect	invent	recommend	supervise
attain	eliminate	invest	reconcile	support
audit	employ	investigate	recruit	surpass
augment	enforce	launch	redesign	survey
avert	engineer	lead	reduce	sustain
avoid	establish	lecture	reestablish	tailor
broaden	estimate	lighten	regulate	teach
build	evaluate	liquidate	reinforce	terminate
calculate	examine	locate	reject	test
centralize	exceed	made	relate	tighten
clarify	execute	maintain	renegotiate	trade
collaborate	exercise	manage	reorganize	train
combine	expand	market	report	transact
complete	expedite	mediate	represent	transfer
compose	extend	minimize	research	transform
conceive	extract	mobilize	reshape	translate
conclude	facilitate	modernize	resolve	trim
condense	finance	modify	restore	triple
conduct	forecast	monitor	revamp	uncover
consolidate	form	motivate	review	undertake
construct	formulate	negotiate	revise	unify
consult	found	obtain	revitalize	use
consume	founded	operate	revive	utilize
contract	frame	order	save	verify
contribute	fulfill	organize	schedule	vitalize
control	generate	originate	secure	work
convert	guide	oversaw	select	write

Resume Worksheet

Objective: A brief, concisely worded statement of what you want to do, where you want to do it, and your skills that are relevant for the desired position. Be sure that this is tailored to the institution. Look at their website. How will you meet their needs?

Example: OBJECTIVE: To obtain a position as a Registered Nurse in the Catholic Medical Center Emergency Department .

Education: List college and university education, do not include high school.

School		City, State	
Degree	GPA	Graduation Date	
Major(s)		Minor(s)	
School		City, State	
Degree	GPA	Graduation Date	
Major(s)		Minor(s)	

Clinical experiences: List the internship first and work backwards being sure to include all 10 SJC clinical experiences with dates, type, name of institution, location.

Employment: Full-time, Part-time, experiences. List most recent experience first.

Position/Job Title	Dates	to
Employer	Location	
Responsibilities/Accomplishments		
Position/Job Title	Dates	to
Employer	Location	
Responsibilities/Accomplishments		
Position/Job Title	Dates	to
Employer	Location	
Responsibilities/Accomplishments		

Resume Worksheet

Leadership Experiences and Activities: List educational, professional, social, and extracurricular organizations; community service events; and other activities that illustrate your leadership experiences. Include offices held and nature of your involvement as well as projects worked on and skills learned.

Honors, Scholarships, Awards, and Certifications and Special courses such as the ICU course::

Meaningful Skills and Abilities: List any special skills and abilities that you believe will assist in your candidacy. Examples include computer programming and software proficiency, or ability to speak a foreign language.

Resume Outline

First M. Last Name

School Address:
Address
City, State Zip
Phone
E-mail

Permanent Address:
Address
City, State Zip
Phone
E-mail

OBJECTIVE: An entry level RN position at XYZ Hospital in the Emergency Department.

EDUCATION: **School**, City & State Location
Degree, GPA, Graduation Month & Year,
Major(s) and Minor(s)

CLINICAL EXPERIENCE: (List all 10)
Hospital/Facility Name, Location
• Clinical Rotation

WORK EXPERIENCE:
Organization Name, City & State Location
Position, Mo./Yr.-Mo./Yr.
• Brief description of responsibilities & accomplishments

Organization Name, City & State Location
Position, Mo./Yr.-Mo./Yr.
• Brief description of responsibilities & accomplishments

Organization Name, City & State Location
Position, Mo./Yr.-Mo./Yr.
• Brief description of responsibilities & accomplishments

CERTIFICATIONS/SPECIAL COURSEWORK/CONTINUING EDUCATION
List all

HONORS/AWARDS:
Scholarship, Year(s)
Honor, Year(s)

CAMPUS ACTIVITIES:
Organization Name, Title, Year(s) Involved
(i.e. Sports Team, Campus Organization)

SPECIAL SKILLS:
List Software and Programming Skills,
Computer programs you have been oriented to at various hospitals
Any languages you speak, can understand, or write

COMMUNITY SERVICE
Organization Name or Activity, Title, Year(s)

Functional Resume Sample

Highlights skills and capabilities

Anne Bonneau

School Address:
St. Joseph's College
278 Whites Bridge Rd., Unit # 000
Standish, ME 04084
(207) 893-0000
email@sjcme.edu

Home Address:
5 Montague Street
River Junction, ME 03904
(207) 555-2992
Cell: (207) 555-9037
After May 10, 2014

OBJECTIVE: To obtain a Registered Nurse position in a healthcare organization utilizing my demonstrated strengths in the clinical setting.

EDUCATION: **Saint Joseph's College of Maine**, Standish, ME
Bachelor of Science in Nursing degree, May 2014
GPA: 3.45 of 4.0

SKILLS AND CAPABILITIES:

Safe, Effective Care

- Experienced diverse clinical rotations including, geriatrics, low and high-risk maternity, pediatrics, and acute care.
- Organized care for multiple patients at MidCoast Senior Health Center in Brunswick, ME during Nursing Leadership and Management course.
- Developed a research paper on the use of methadone on drug addicted mothers and newborns for Family II course.
- Conducted a teaching and learning session on the importance of respiratory care for post-operative patients.
- Implemented clinical skills during an Internship at Brighton First Care in Portland, ME.

Management and Leadership

- Organized flu clinic at Auburn Congregational Church in Auburn, ME during the Community Health Nursing Course.
- Helped to coordinate a health fair in Windham, ME which included blood pressure screening and education.
- Served as Class Representative for the Saint Joseph's College Student Nurses Association for two years and helped organize Association fundraising activities.
- Selected to attend the National Youth Leadership Forum of Medicine, University of California at Berkley, Summer 2010

Communication

- Developed an in-service on "How to manage stress in the workplace" at the Edgewood Center in Portsmouth, NH.
- Presented a team poster presentation on folic acid research.
- Conducted program on "The Great American Smoke Out" for fourth graders at the Manchester School, Windham, ME.

EMPLOYMENT: **Pine Point Nursing Home**, Scarborough, ME
Certified Nursing Assistant, January 2013-present

- Provided long-term and rehabilitative care to residents including assistance with activities of daily living and comfort care.

Edgewood Center, Portsmouth, NH
Certified Nursing Assistant, May -December 2012

- Provided respite care for a nursing home resident
- Monitored vital signs and helped patients to meet basic needs.

CERTIFICATIONS: CPR-American Heart Association Health Care Provider, 2010-present
First Aid-American Red Cross, 2010-present

HONORS AND AWARDS: Blue and White Merit Scholarship, 2010-present
Deans List - Fall 2011 and Fall 2012

COMPUTER SKILLS: Competent in Microsoft Word and PowerPoint

REFERENCES: Available upon request

Resume Sample

Susan Landis

School Address:
6 Brandy Brook Ln.
New Gloucester, ME 04260
(207) 893-6637
slandis@sjcme.edu

Permanent Address:
760 Schlosser Rd.
Harleysville, PA 19438
(555) 555-0667
After May 10, 2014

OBJECTIVE: To obtain an entry level Registered Nurse position at XYZ Hospital in the Maternity Unit where I can facilitate healing and promote good health by utilizing my clinical skills and strengths.

EDUCATION: **Saint Joseph's College of Maine**, Standish, ME
Bachelor of Science in Nursing, May 2014
GPA 3.45 of 4.0

**CLINICAL
EXPERIENCE:**

Mercy Hospital, Portland, ME

- Internship, 150 hours, Medical/Surgical Unit, Spring 2013
- Accomplishments during internship:

Maine Medical Center, Portland, ME

- Leadership/Nurse Management in Cardiac Unit, Fall 2013
- Medical/Surgical Unit, Fall 2012
- Pediatric Unit, Fall 2012

Saint Mary's Hospital, Lewiston, ME

- Psychiatric Mental Health Unit, Spring 2012

Southern Maine Medical Center, Biddeford, ME

- Maternity Unit, Fall 2011

Community Health Services, Portland, ME

- Community Health Nursing, Spring 2011

**WORK
EXPERIENCE:**

Central Maine Power Company, Portland, ME

Customer Service Representative, September 2010-present

- Handled customer telephone calls relating to utility service in an efficient manner
- Prepared monthly departmental reports and customer correspondence

**HONORS/
AWARDS:**

Who's Who Among American College Students, 2013

Dean's List, Fall 2012, Fall 2013

Honor's List, Fall 2010, Spring 2011

**CAMPUS
ACTIVITIES:**

Campus Ministry, 2011-Present

Spirituality Committee, 2012-Present

Out-Reach Committee, 2010-2011

Resident Advisor, 2011-Present

Orientation Advisor, 2011

CERTIFICATIONS: CPR Certification, 2010-Present

**COMMUNITY
SERVICE:**

Saint Peter's Church Community Volunteer, 2010-Present

American Red Cross, Volunteer, 2010-2012

YMCA, Youths Experiencing Success Program, Mentor, 2011

Day of Caring, Volunteer, 2010-2011

REFERENCES: Available upon request

Resume Sample

Name

Campus Address:

Address
City, State Zip
Phone
Email Address

Home Address

Address
City, State Zip
Phone
After May 10, 2014

OBJECTIVE: To obtain a Registered Nurse position at XYZ Hospital in a medical unit where I can utilize my demonstrated clinical skills and strengths

EDUCATION: **Saint Joseph's College of Maine**, Standish, ME
Bachelor of Science in Nursing, May 2014
GPA: 3.2 of 4.0

SKILLS AND CAPABILITIES:

- Competent in Microsoft Office programs.
- Able to speak and interpret Spanish
- Experienced leader in group activities and organizing tasks; comfortable with public speaking
- Completed a 150 hour internship on a critical care unit
- Completed Basic ECG course with emphasis on dysrhythmia interpretation and ECG placement
- Skilled in nursing research and interpreting scholarly articles
- Attended the annual ANA convention as well as Maine Committee on Trauma: Trauma Potpourri 2008

EMPLOYMENT: **Eastside Rehabilitation and Living Center**, Bangor, ME
Certified Nursing Assistant, May 2013-Present

- Provided basic care and aided with activities of daily living for patients who had difficulty caring for themselves.
- Gave updated resident information to both nurses and physicians.

Milo Family Practice, Milo, ME
Medical Assistant May-August 2012

- Assisted physicians in various areas including venipuncture blood draws, immunizations and injections, dressing changes, and obtaining vital signs.
- Interacted first hand with a variety of patients and drug representatives as well as pharmacies, insurance companies, and hospital staff.
- Solved problems on a daily basis including triage for patients.

CERTIFICATIONS: CPR-American Heart Association Healthcare Provider, 2010-present

HONORS

AND AWARDS: Deans List- Fall 2012 and Spring 2013
Honors List- Spring 2012

CAMPUS

ACTIVITIES: Student Nurse Association, 2011-present
Ski/Snowboard Club, 2010-present; Treasurer 2012-present
Ultimate Frisbee Club, 2011-present
Campus Activities Board, 2011-2012

COMMUNITY SERVICE:

Good Shepherd United Methodist Church, Music Minister and Group Leader, 2012 - present
Portland After School Program, Volunteer, September - May 2013
Ridgewood Independent Living Program, Educated clients on Avian Flu and Exercise, November 2012
Women's Health Fair Blood Pressure Clinic, October 2011

References available upon request

Cover Letter Sample

Address
City, State Zip
Date

Ms. Lisa Bowen
Employment Specialist
Mercy Hospital
144 State Street
Portland, ME 04101

Dear Ms. Bowen:

Please consider me as a candidate for the Registered Nurse position that is currently open. I believe that my strong work ethic, relevant education, and recent clinical experience have prepared me well for this exciting position.

I will be graduating this coming May and would like to begin my Nursing career at an institution with a strong reputation like Mercy Hospital. Since my major at Saint Joseph's College was Nursing I have a solid understanding of the discipline through strong academic classes and relevant clinical rotations. In my rotations, I worked on several units including medical-surgical, psychiatry, pediatrics, and obstetrics. In these rotations I was able to gain practical, hands-on experience in patient care, assessment, and treatment that have prepared me well for the Registered Nurse position at Mercy Hospital.

I would enjoy meeting with you to discuss the position in more detail. I am truly interested and excited about this opening. I can be reached at 555-4777 if I am not in please leave a message on my answering machine and I will return your call within a day.

Thank you for your time and consideration.

Sincerely,

Sign your name

Print Your Name

Enclosures

Thank You Letter Sample

Address
City, State Zip
Date

Ms. Lisa Bowen
Employment Specialist
Mercy Hospital
144 State Street
Portland, ME 04101

Dear Ms. Bowen:

Thank you for the opportunity to interview with you earlier today for the Registered Nurse position. I certainly enjoyed our discussion on the direction that the hospital is going and learning more about the position and the characteristics you seek in Nurses at Mercy.

I do honestly believe that I possess the desired characteristics that you seek in a Registered Nurse. I have a strong desire to succeed, willingness to learn and grow in the position, excellent assessment and communications skills, and a fine therapeutic approach. As I mentioned in my interview with you, I believe I will be a valued addition to your nursing team and will do my best to provide patients with quality care that is a hallmark of Mercy Hospital.

Again, thank you for your time and consideration. If I can provide you with any additional information please feel free to call me at 555-8976.

Sincerely,

Sign your name

Print Your Name