



Résumé Writing Nursing

Santa Barbara City College
Career Center

What is a Résumé?

- A marketing tool – you are marketing yourself
- A brief overview of education and **relevant** activities to demonstrate skills and accomplishments
- A document tailored to each position
- The first (and maybe the only) impression – so you need to make it right!!

Resources for background

Before you get started... know your stuff!

- Job Listings, with descriptions -- for example, see:
 - [Maxim Nurses Listings](#): (use Chrome)
 - [Indeed.com](#)
- RN overview (terminology, skills, specialities, wages):
 - [Explore Health Careers](#) (RN page)
 - [Occupational Outlook Handbook](#)

Résumé Writing Guidelines

- YOU MUST TELL THE TRUTH!!
- Résumés are subjective— few true rules
 - What you include, and HOW you include it, has an impact
- Prioritize the information in order of interest to your reader— top left is highest emphasis
- Save a résumé that has all your info that you can tailor thereafter for specific employment

Linking Yourself to the Position

- Match YOUR skills & qualifications to THEIR requirements and keywords (see job descriptions)
- Critique your résumé as if YOU were the employer—what would YOU want to see?
- This is the single most important aspect of résumé writing!

Parts of a Résumé:

Objective

- Objective: Type 1 (for specific position)
 - Registered Nurse at Cottage Hospital
 - To secure position as a Medical Administration Nurse for Valle Verde ...

Parts of a Résumé:

Objective

Objective: Type 2 (for skills you bring)

- To secure a position utilizing my strong judgment and decision making skills to make a significant contribution in medical, surgical, and patient care activities
- To contribute to a health care center that can use a dedicated and hard working medical professional with exceptional communication and organizational skills

Parts of a Résumé:

Objective

Objective: Type 3 (combination of 1 and 2)

- To contribute to Cottage Hospital as a skilled and fresh Registered Nursing professional with proven management and leadership skills

Parts of a Résumé:

Qualifications

- Highlight your own personal strengths & the job requirements (adept at all aspects of basic patient care, medical charting, compassionate, bilingual, excellent organizational skills...)
- Compare with job description
- Relate to the objective (“extra” value that is related to position or shows some growth OK; e.g. supervisory experience)
- Be specific when listing skills

Parts of a Résumé:

Education

- Many students underestimate how important their education is on their résumé
- Think in terms of skills and experience... Describe rotations/internships like professional experience
- Include degree, certifications, license
- GPA only if exemplary (honors, top student)
- Scholarships (academic achievement)

Parts of a Résumé:

Education

Associate Degree in Nursing, Santa Barbara City College, Santa Barbara, CA, June 2019

- Honors: 3.6 GPA, Dean's List (2 terms)
- Clinical Rotations: ...
- Special Projects:

Parts of a Résumé:

Experience

- First determine your best format: how the résumé should be organized
 - Chronological: By time
 - Functional: By skill set

Parts of a Résumé:

Experience

- Be consistent with how you choose to organize and describe your experience.
- Include:
Title, Organization, City, State, Dates
- **If your job title is not descriptive, consider replacing it with a functional title**

Chronological

ADVANTAGES

- Most common & traditional style
- Employers find it easy to understand
- Generally easier to write
- Emphasizes career laddering

DISADVANTAGES

- Most recent experience may not be your most important
- Little or no work experience or seemingly unimpressive

Chronological Example

Nursing Intern, Cottage Hospital, Santa Barbara, CA,
8/18 – 5/19

- Responsible for tasks on the Medical/Surgical, Geriatric, Maternity and Cardiac units. Took vital signs, applied sterile dressings, and handled tube feedings. Learned tracheotomy suctioning techniques. Worked on different floors as needed

Certified Nursing Assistant, Assisted Health Care, Santa Barbara, CA, 8/15-7/18

- Provided patient care, administered medications, assisted with activities of daily living including body mechanics, nutrition and safety.

Functional

ADVANTAGES

- Useful to emphasize abilities not used in recent work experience
- Useful when changing careers or entering the job market for the first time

DISADVANTAGES

- May be more difficult to write
- May be confusing to employer or create scepticism due to lack of content

Functional Example

Maternal and Newborn Nursing

- Cared for critically ill and healthy newborns.
- Proficient in relaxation techniques during labor.
- Became a breast-feeding specialist.

Medical/Surgical Nursing Clinical Rotation

- Took vital signs; changed dressings.
- Learned tracheotomy suctioning techniques.
- Applied sterile dressings; handled tube feedings.

Work History

- Nursing Intern, Cottage Hospital, Santa Barbara, CA, 8/18 – 5/19
- Certified Nursing Assistant, Assisted Health Care, Santa Barbara, CA, 8/15-7/18

Tips for Describing Experiences

- Focus on accomplishments, not routine duties
- Use ACTION verbs – administered, distributed, coordinated...
- Use numbers (numerals) whenever you can:
inoculated more than 200 patients daily; in charge of crew of 4
- Use a superlative whenever you can: first, best, fastest, largest
- Write long on your first draft– you can edit later
- Show resume to friends. Bring to Career Center!

Parts of a Résumé:

Other Sections

- Campus/Community Involvement or Volunteer Work
 - This is one example...think of some of your own
- References
 - No need to include; they are assumed. Use the space to expand on your qualifications
 - Create a reference sheet to hand them when they do ask, but not before

Résumé Formatting

- Length: ONE PAGE? Two only if needed...
- Font and margin considerations
- Use underlines, **bold type**, and *italics* to highlight important information
- Your résumé should be NEAT, PROFESSIONAL and EASY TO READ
- Absolutely NO typographical errors!

Résumé Formatting

- Use phrases, not sentences
- No personal pronouns (I, me)
- Be clear and concise with descriptions
- Avoid excessive adjectives
- Keep it crisp

Résumé Top Tips

- **Match keywords** to job listing
- Think like a **marketing pro** – bullets, clean, easy to read, and keep design elements minimal.
- Don't misspell things – **use spell check AND proofread.**
- **Be consistent** - use past action verbs (present tense only for things you are doing right now.)
- **Be specific** – use numbers & accomplishments
- **TELL THE TRUTH**