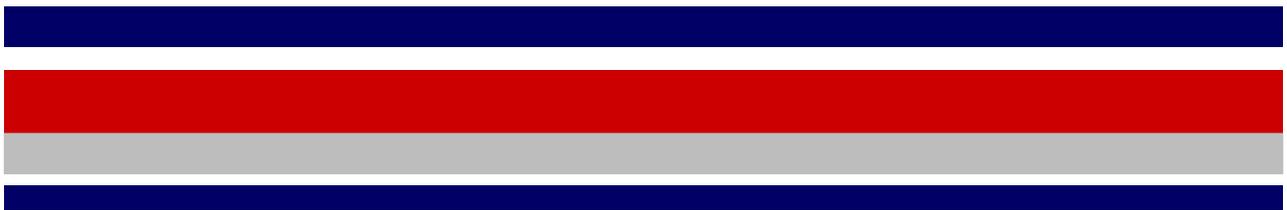




Guide to the Nursing Student Resume



Success starts at

NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE

Nursing Student Resume Template

A resume is a powerful tool in the job search process. It provides an employer with the first impression of you as an individual and provides an opportunity for you to 'promote' yourself as a candidate. A resume is a professional document that demonstrates your ability to articulate yourself in a concise manner. It's purpose is to get you an interview – not a job.

A resume is a formal summary of your education, experiences, and skills. It should be simple, logical, and brief.

Contact information should include your name, address, phone number and email. When submitting resumes, be professional, even on your voice mail. You never know when a potential employer might try to contact you and get the wrong impression based on your voice mail. Also, be aware of your email address. `sexymama@aol.com` just doesn't send the right message.

Objective (optional)- States the position you are looking for. It must be job specific.

OR

Profile (optional)- Powerful statement that sums up your education and related experiences. It must be concise and specific to your chosen field.

*Also, you may choose to leave off the objective or profile, and target each cover letter to the position opening. You can also include an objective and a profile that relates to the position you are applying for.

Education

List Degree Program, College, Location, Graduation month and year, GPA (is optional if it is 3.0 or higher). If you have additional degrees, double-space and list with the same format.

Honors/Scholarships (optional)

(Double Space between each major category and the category's text)

List the honor and year you received it. Lead with the most recent first.

Languages (optional)

You may include first, before your clinical rotations, if it's applicable to your job target.

e.g. Fluent in Spanish.

Clinical Experience

You can list your clinical experience by specific subcategories e.g.

Medical Surgical If you completed more than one rotation in the same area, you can group them together and describe both experiences or you can keep them separate.

Title of Hospital or Facility, Location, Dates (right or left depending on preference)

- Use action verbs to begin sentences
- Focus on the populations you have treated and include the diagnosis
- Be specific regarding treatments and give examples when applicable
- Show rather than tell your experience
- What did you learn, develop, or teach to patients and their families?

Obstetrics/Gynecology

Title of Hospital or Facility, Location, Dates (right or left depending on preference)

-
-
-

Pediatrics

Title of Hospital or Facility, Location, Dates (right or left depending on preference)

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Work Experience or Additional Nursing Experience

Include part-time and full-time positions not directly related to your major/job target

Title, Employer, Location, Dates (right or left depending on preference)

- Position description

Related Experience or Community Involvement sections and include here if it's applicable to your job target. Use the same format as you used for the Work Experience category.

OPTIONAL CATEGORIES

*Select the ORDER you believe is most important

***Related Experience** (paid or unpaid) Relevant to your major.

Leadership Experience (**paid or unpaid**)

Certifications: **Include all relevant certifications Name (eg. First Aid, OSHA) Year(s) (eg. 1999-present)**

Campus Involvement

List the name of the club or activity and the year(s) you were participating.

*Community Involvement

Volunteer, organization and the year(s) you volunteered. Unpaid experience is as valuable as paid, and this section can be used at work or related experience if it shows you have hands-on experience

International Experience

Languages **List the name of the language(s)**

Computer Skills **List programs, _____ ,**

Professional Development e.g. workshops, seminars, in-service presentations.

Professional Affiliations List membership and include year(s)

Special Interests **Related to your career field.**

References available upon request (optional)

Please note that the suggested length is no longer than 2 pages and 1 is preferred for a resume. There are few exceptions to this rule, however, they do exist. This sample resume has more information than 1 page in order to give a better overview of possible categories and descriptions