TWARDOWSKI CAREER DEVELOPMENT CENTER

Nursing Resume Strategies

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Resume Best Practices:

First impressions matter! Resumes should be easy to read and well-organized. Avoid using a standard template and create your document using a formatting consistent with these tips:

DOs

- 0.5 - 1.0 inch margins
- 10 - 12-point font size (with your name a little larger at the top of the page for emphasis)
- Professional font style (Cambria, Times New Roman, Garamond, Arial, Calibri)
- One page is typically recommended by employers for current students and recent graduates
- Two pages is acceptable in Education, Government, Healthcare, and Nonprofit industries, and for experienced individuals or graduate students
- Use reverse chronological order by listing most recent and present experiences first followed by least recent
- Break your experience down into sections. Make it clear what is most relevant to the reader. Sample section headings include, but are not limited to:
  - Education • Experience • Related Experience • Internship Experience • Volunteer Experience • Leadership Experience • Clinical Experience • Research • Professional Associations • Publications • Presentations • Skills

DON'Ts

- Uneven spacing, uneven alignment of text, and uneven margins - lack of consistency and poor visual appeal
- Overly large font sizes (14 pt. or larger) take up space and can divert attention from other content; font size that is too small (less than 10 pt.) is difficult to read
- Avoid: unusual or fancy fonts; excessive use of ALL CAPS, bold, and italics
- Avoid including images, personal photos or headshots, and excessive graphics (artistic / creative industries are exceptions for demonstrating design skills)
- Color is more acceptable nowadays, but keep in mind that overly light colors may not print or photocopy well, and overly bright colors might not be visually appealing
- Avoid use of personal pronouns, i.e. I, Me, My, etc.
- Do not include *References* on your resume. References should be listed in a separate document

Nancy Nurse

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EDUCATION
West Chester University of Pennsylvania, West Chester PA
Bachelor of Science in Nursing, May 2020

CERTIFICATIONS & SKILLS
CPR, First Aid, & AED Certification, American Red Cross, September 2018-present
American Sign Language, Basic Understanding

CLINICAL EXPERIENCE
Wilmington Hospital, *Psychiatric* (Fall 2019) | Chester County Hospital, *PINU* (Fall 2019) |
Neighborhood Health Association (Summer 2019) | Abington Hospital, *Telemetry* (Summer 2019)
Friends Senior Living Community (Spring 2019) | Alfred I. DuPont Children's Hospital, (Spring 2019)
Bryn Mawr Rehabilitation (Fall 2018) | Chester County Hospital, *Maternity* (Fall 2018)

Summary of Skills:
- Aided patients with chronic health problems
- Administered medications, as directed, and complete follow-up procedures
- Supported patients by providing a comfortable and therapeutic environment
- Performed routine assessments on adults, children, and infants
- Communicated in-person and via phone with patients' families
- Engaged in activities with children who have physical and mental disabilities
- Taught and promoted preventative care and healthy lifestyles choices
- Facilitated small group workshops to help patients develop adaptive strategies
- Collaborated with hospital staff to provide quality care to patients and visitors
- Completed and updated patient progress charts

RELEVANT EXPERIENCE
Nemours/Alfred I. DuPont Hospital for Children, Wilmington DE
Child Life Program Volunteer, September 2018-present
- Provide a comforting environment for children experiencing a variety of illnesses
- Assist specialists with development and implementation of programs
- Support children through age appropriate self-expression activities and play

Sunrise Senior Living, West Chester PA
Assisted Living Care Giver, June 2017-present
- Ensure and maintain a comfortable and welcoming environment for all residents
- Participate in field trips and activities with residents
- Offer quality care through ongoing support, including bathing, changing and feeding
- Manage confidential resident files

PROFESSIONAL DEVELOPMENT & INVOLVEMENT
Student Nurses' Association of PA (SNAP), West Chester University
- Collaborate with fellow members to promote awareness of health and wellness
Colleges Against Cancer, West Chester University
- Support local patients and organizations through frequent community service
- Coordinate and participate in an annual 24-hour Relay for Life event on campus
Mary Kline Professional Day, Volunteer (Fall 2018, Fall 2019)
Society of Pediatric Nurses, Member (2017-Present)

Resume Checklist:

Contact Information:
Name, should be the largest item on your resume
Address (current and/or home)
Phone number, no need to label
Professional e-mail address, no need to label
LinkedIn Personal URL

Education:
College or University currently attending, including city/state
Year of graduation, i.e. May 2020; does not say "anticipated" or "expected"
Degree, always spell out formal name, including major(s) and minor(s)
Honors – Dean's List, Scholarships, etc. (list as bullet points)
GPA, if >3.0
Relevant Coursework, optional depending on available space on page
Study Abroad, when applicable
High School, optional for first year students and sophomores. Omit as of junior/senior year

Experience:
Four essential parts: 1) Organization 2) City & State 3) Job Title 4) Dates (month/year format)
Bullet point formatting; all bullet points start with a strong action verb
Bullet points describe skills and accomplishments
Present tense for current experiences and past tense for previous experiences
Bullet points are limited to 3-4 per experience

Optional Sections:
Sections relate to the position being applied to, i.e. Clinical Experience
Skills: does not include personality traits or attributes
Skills: computer/languages and applicable trainings/certifications
Each section has a heading that makes sense for the information included

Resume Format & Style:
Reverse chronological order (start w/ most recent 1st) in each section
More relevant sections are highlighted first and early on within your resume
½ to 1 inch margins
10-12-point font
Simple, easy to read font
Appropriate use of bolds, italics, all caps and underlining to emphasize key points
Concise and relevant; information tailored to the position you are seeking
Organized and consistent
Avoids word repetition and use of personal pronouns
Does not include photos or salary expectations
Does not include references or the language "reference available upon request"