

# Get Hired; Get Promoted: Tips on Polishing Your Resume



presented by:

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# Fact or Myth??

- A strong resume will get me a job or a promotion.....



# Myth

- According to Blogging4Jobs Editor,  
” A resume will get you through the door,  
but the interview is what will get you  
hired.”



# When Do You Use a Resume?

- Job Searching/Networking
- Applying for Jobs or Promotions
- When Needing a Letter of Recommendation
- Graduate School Applications
- Awards/Honors/Special Recognitions
- Grant or Scholarship Applications
- Other



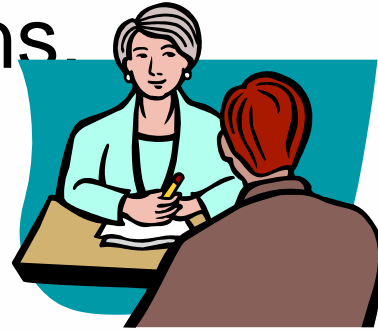
# Curriculum Vitae vs. Resume

## What is a Curriculum Vitae or CV?

- In the U.S., CV's are used by academics, researchers, scientists and some medical professionals (M.D., Ph.D, Pharm D, etc)
- CV's are more than 2 pages in length
- In-Depth Summary of educational and academic backgrounds

# Curriculum Vitae vs. Resume

- CV's summarize all teaching and research experiences, publications presentations, awards, honors, affiliations and other details.

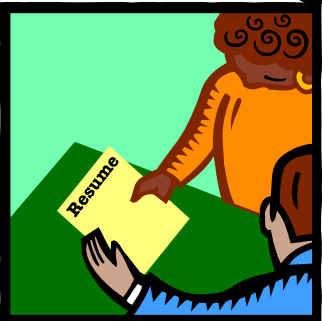


Note: You can have both a CV and resume

- Resumes are 1 – 2 pages in length; skills, education and experience.

# Curriculum Vitae vs. Resume

- In Europe, the Middle East, Africa, or Asia, employers may expect to receive a Curriculum Vitae or CV
- In U.S., often medical professionals interchange words... "Send me Your CV" when they really mean Resume.



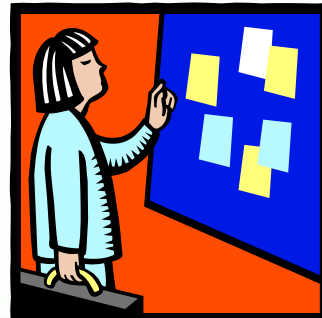
# Your Resume

- You want your resume to generate interest and interviews. It doesn't get you a job and it doesn't need to cover your life history. It should pique the interest of the reader and answer the only question she/he cares about: will this candidate add value to my company?
- If answer is YES, you will get an INTERVIEW!!



# 4 Different Types of Resumes

- **Functional** (for career changers and people with large gaps in employment history) – uses skill sets such as Patient Education, Research, Administration, Fund Raising, etc.
- **Chronological** (List of your work history, with most recent position listed first. Your jobs are listed in reverse chronological order with your current, or most recent job, first. Preferred type of resume .... Easy to read what jobs you have held and when you have worked at them.)



# Different Types of Resumes

- **Combination Resume** (A combination resume lists your skills and experience first. Your employment history is listed next. With this type of resume you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer).
- **Targeted Resume** (A targeted resume is customized so that it specifically highlights the experience and skills you have that are relevant to the job you are applying for).

# Different Types of Resumes

## Chronological Resume

- Lists your work history, with the most recent position listed first.
- Jobs listed in reverse chronological order with your current, or most recent job, first.

# Chronological Resume

- Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them.
- Education/awards/honors first for recent graduate....Education Section last for more experienced job seeker



# Before You Write Your Resume

- Read the Job Description or Graduate School Application carefully
- Underline skills, experience needed, certifications, etc.
- Look at different resume styles
- Purchase computer, printer, bonded resume paper, etc
- **ALWAYS SPELL CHECK!!**



# Job Description Exercise

- What skills are they looking for?
- Education needed?
- Certifications required?
- Experience required??
- What else?



# Review Job Description Carefully

- Ideal candidate will be assertive, inquisitive, passionate, flexible and enjoy serving as an advocate for the patient and their family members.
- Excellent communication skills
- Excellent patient education skills
- Maslow's Hierarchy of Needs



# Review Job Description Carefully

- Gordon's Functional Patterns, along with Roy's Adaptation model
- Strong technical skills
- Quickly assimilate new skills into practice
- Team work and autonomy





# Review Job Description Carefully

- Strong organizational, prioritization, and delegation skills
- Computer navigation skills/internet.
- Prefer a Bachelor's degree in nursing.  
One year of critical care, PACU or  
Emergency Department
- Days/Evenings with some off hours call  
may be required



# Review Job Description Carefully



- Associate's degree in Nursing (ADN).  
Prefer Bachelor's of Science degree in Nursing (BSN)
- American Heart Association (AHA)  
Basic Life Support
- ACLS certification is required. PALS  
also preferred
- Resume, Cover Letter, Other Doc

# Section 1: Name, Credentials and Contact Information

- Name, credentials, degree
- Address (Permanent and/or Campus)
- City, State, Zip Code
- Email Address
- Area Code and Phone Number



# Section 1: Two Examples of Contact Information

424 Ruddles Mill Rd., Paris, KY 40361 • 859-987-4737 • jbpandjeb@aol.com

**Nancy J. Nurse, RN, BSN**

**or**

**Nancy J. Nurse, RN, BSN**

459 Burgess Smith Road

Sadieville, KY 40370

(502) 857-8747

[jmhill2@email.uky.edu](mailto:jmhill2@email.uky.edu)



# Section 2: Career Objective

- Use When you are Applying for a Specific Job
- Don't Use When You are Networking or Giving Resumes to Friends or Colleagues
- Change Career Objective with Every Job you Apply

# Section 2: Career Objective Example

- To obtain a management position by using the broad operational and organizational knowledge I have gained through my role as Hospital Operations Administrator and apply it to a more focused area utilizing my critical care background.



# Section 2: Career Objective Example

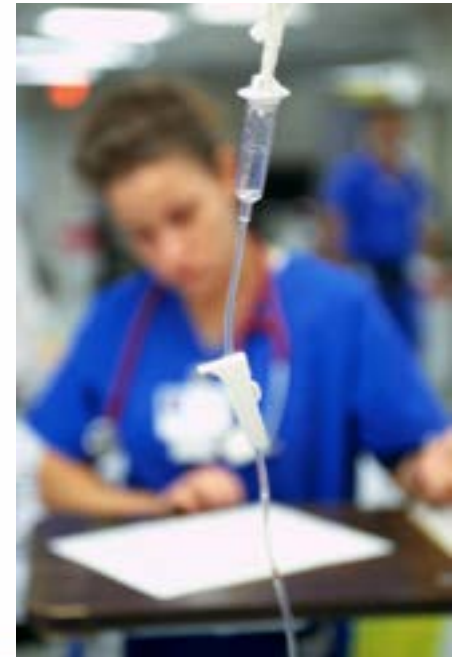
Recent Nursing Graduate Example:

To obtain a position as a BSN prepared Registered Nurse in the Pediatric Nurse Residency Program at the University of Kentucky Chandler Hospital.



# Section 3: Education

- Name of School/University (Colleges and Grad school only). No high school.
- Reverse Chronological Order
- City, State
- GPA: > 3.0 or higher
- Honors and Accomplishments such as Proficient in Spanish





# Section 2: Education

- List Education Section first for new grads.....last if you have 3+ yrs or more of work experience
- List Continuing Education here
- For New Graduates, State Date when You will Sit for Boards, or NCLEX



# Section 2: Example of Education Information

## **Eastern Kentucky University, Richmond, KY**

Masters of Science Degree in Rural Family Nurse Practitioner, 2010 to present

- Currently in 3<sup>rd</sup> semester of program, GPA: 3.48

## **University of Kentucky Chandler Medical Center, Lexington, KY, 2001 to present**

- Every year complete 15+ continuing education hours in new protocols and safety practices, learning needs of patients and their families and cultural diversity

## **Eastern Kentucky University, Richmond, KY**

Bachelor of Science Degree in Nursing, May 2010

### *Honors and Accomplishments:*

- Financed 100% of Education with Scholarships and Part-time Employment
- Graduated with Cum Laude; GPA: 3.55
- Class President, Nursing Class of 2010

26 Fluent in Spanish

# Section 3: Professional Work Experience

- You will want to list your professional work experience in Reverse Chronological Order
- Highlight specific skills, accomplishments, etc.
- May want to add areas of expertise such as venipuncture, Swan Ganz, etc.



# Section 3: Professional Work Experience

- Place of Employment, Title, City, State
- Strong Job Description Statements
- Action Words e.g., Implement, Provide, Coordinate, etc (past tense if no longer there)
- Outcomes; results; use #'s
- Reverse chronological order (current to past)

# Section 3: Professional Work Experience Example

**Registered Staff Nurse – Trauma ICU, 07/2001 to present  
University of Kentucky Chandler Hospital, Lexington, KY**

- Manage care of critically ill and injured patients in a 16 – bed Level I Trauma Center Unit
- Interact with clients and families in a variety of capacities including: educational, spiritual, and emotional support
- Precepted and trained 15-20 student nurses annually and newly hired nurses
- Implemented and provided an organizational tool to aide new nurses in time management; increased efficiency by 35%

# Section 3: Professional Work Experience Example

- Implemented a plan to evenly distribute nursing tasks to enhance team based approach decreasing errors by 24%
- Interacted with multidisciplinary medical teams to provide and improve patient outcomes
- Acted as Unit Charge Nurse to enhance the transition of patient movement through unit
- Co-authored case study regarding the benefit of administration of colloid fluids in emergency resuscitation



# Section 4: Related Work Experience

- This section lists related work experience...related to your profession that shows employers you have experience in your field
- Examples are: Patient Care Technician, Nursing Synthesis, Home Health Companion, Pharmacy Technician, etc.



# Section 4: Related Work Experience

## **Nursing Care Technician- Post Anesthesia Care Unit (PACU)**

Lexington Surgery Center, Lexington, KY (June 2011- Present)

- Assist nurses in providing bedside care to post-operative patients
- Maintain and manage equipment and set up for in-unit procedures
- Work with post-operative monitoring



## **Therapeutic Riding Instructor**

Central Kentucky Riding for Hope (July 2010 – Present)

- Provide riding instruction for severely disabled children
- Enforce safety precautions at all times including use of helmet, safety stirrups and saddle release mechanisms



# Section 5: Other Work Experience

- This section should include “other” work experience that you might want to highlight such as Childcare Provider, Life Guard, Farm Laborer, Office Assistant, etc.



# Sections 6 – 8: You May Have One or All of These Sections

Section 6: Leadership and Involvement

Examples: Class President, Treasurer, Pledge Class Trainer, Co-Captain, etc.



Section 7: Community and Volunteer Experience:

Examples: Mission Trips, Humane Society, Red Cross, Big Brothers, etc.

# Sections 6 – 8: You May Have One or All of These Sections

Section 8: Certifications and Licensure:

Examples: ACLS Certified, 2012 to present

BCLS Certified, 2012 to present, Intraortic Balloon Pump Certified, January 2011 to present

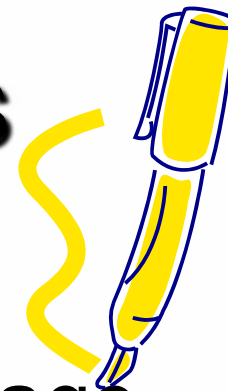
RN Licensure in KY (#1096813) and OH (#V5475879), 2010 to present

# Section 9: References

- You no longer need to put References Available Upon Request. This will save you one line.
- You must provide References.
- Use a separate sheet of paper with your header and 3 to 4 professional references.



# Resume Tips

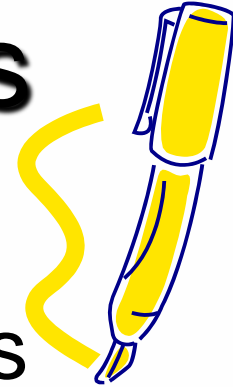


- No more than 2 pages; 1 page preferable for recent graduates
- If 2 pages, put your name on 2<sup>nd</sup> page

**Example:** Page 2, Resume of Sue H. Strup, MSEd, MSN, RN

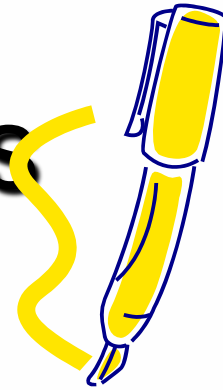
- You should staple a 2-page resume in left upper corner
- Print out on bonded, resume paper (colors: beige, white and neutral)

# More Resume Tips



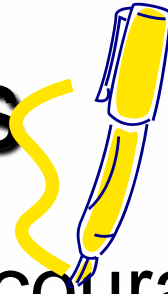
- No typos or grammatical errors
- Experienced job seekers include a *Profile or Summary of Qualifications at the top of the* resume, with 4-6 bullets or phrases highlighting the skills and traits that would be of interest to the specific employer
- Update your resume at least annually

# More Resume Tips



- Make sure to keep in mind things like the type of font you use, the consistency of your margins and the style of your borders can have an effect on a recruiter's impression
- Font recommendations: **10-12 points** and in ***Ariel or Times New Roman for easier reading***

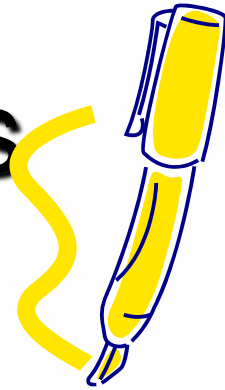
# More Resume Tips



- Using resume templates is discouraged. Create your own unique document that is both appealing and easy to edit.
- Do not include personal information such as birth date, a picture, marital status, social security or “in good health.”
- Exclude hobbies, interests and religion /ethnic background unless they would be considered relevant to an employer.



# More Resume Tips



- Write in the *first person but do not use personal pronouns such as “I.”*
- Many recruiters go through thousands of resumes during a hiring phase. In a competitive market, you want your resume to stand out from the rest, without looking too gaudy or unprofessional.

# UK's New Nursing Career Resource Center

## Career Services Offered:

- Resume Assistance
- Practice /Mock Interviews
- Cover Letters
- Job Search Assistance
- Goal Setting
- Career Coaching



# UK's New Nursing Career Resource Center

## Career Services Offered:

- Shadowing Program
- Educational Options
- Certifications
- Lunch and Learn Workshop Series
- Handouts/Career Materials/Resources
- Interview 911



# Lunch and Learn Career Planning Workshop Series

- The 3<sup>rd</sup> Thursday of each Month



- Various Topics Including Speakers from area Colleges, Universities and Companies

- Thursday, April 19, 11:30 a.m.

**Topic: “Improve your interviewing skills and dress for success Fashion Show”** Free lunch will be provided by Visiting Angels.



# UK's New Nursing Career Resource Center

## Hours of Operation:

- In-Person Appts Available every Thursday  
9:00 a.m. – 4:30 p.m.
- M – F email me quick questions



## Location and Contact:

- UK Chandler Hospital Room H-172
- Sue H. Strup, MSEd., MSN, RN

Nurse Career Consultant #859.323.3169 or [sue.strup@uky.edu](mailto:sue.strup@uky.edu)

# Q & A

