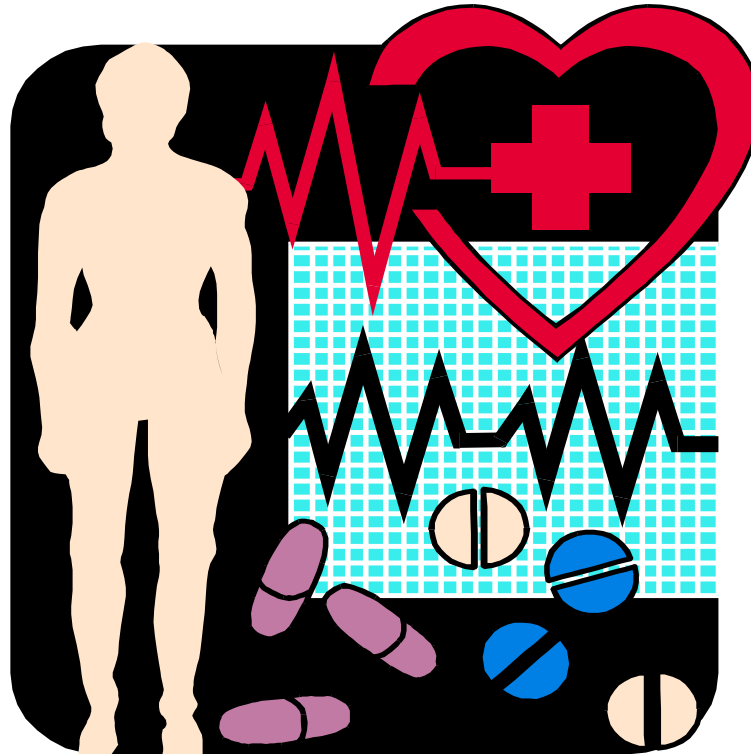




Lancaster General
College of Nursing
& Health Sciences

Resume Development for Healthcare Professionals



Marketing Yourself

1. The job market is competitive because of economics; changes in health care; increase in the number and kinds of allied health careers. Job availability tends to be cyclical...jobs scarce this year...plentiful next year.
2. Employers may not be pursuing you
3. When choices are limited, you need to be more flexible; don't approach a potential employer with "I'll work one unit, one shift"
- 4, Investigate every avenue with the attitude that your first job may not be the one you want, but is a stepping stone.

Employment Resources

1. Personal Contacts
 - a. Current, past co-workers
 - b. Friends
 - c. Previous employers or supervisors
 - d. Former or current faculty member, colleague
 - e. People you meet at professional meetings
 - f. Relatives in health care field
2. Classified Ads
 - a. Adjunct resource only
 - b. Many jobs not listed in classified ads
 - c. Only 18% of all professional jobs are advertised or listed with agencies
 - d. Use professional journals
3. Employment Agencies/Placement Services
 - a. Frequently charge fee for placement
 - b. Don't specialize in nursing positions
4. Temporary Agencies
 - a. Specialize in nursing and allied health
 - b. High salary but lack benefits
 - c. Can pick own hours, days and type of employment
 - d. Change place of employment frequently - need to be flexible
 - e. Liability insurance a must

Resumes

I. Introduction

- A. Today is an absolute requirement for first position; a quality resume makes an impressive introduction
- B. Recommended for those applying for scholarships - you want edge over others
- C. Must be neat, clear, error-free, with perfect grammar, "I repeat...!"
- D. Get book on how to write them and follow acceptable format
 - 1. Word processors work fine for resumes – use resume template
 - 2. Utilize student/professional form
- E. Get help with composition and typing if necessary
- F. Utilize conservative style (best for health care)
 - 1. White or cream, heavy bond paper (can buy resume paper at office supply stores).
 - 2. Black print
 - 3. Basic, classic fonts
- G. Laser printer output is best
 - 1. Can have these reproduced at print shop
 - 2. Always keep copies on hand
- H. Update regularly - at least annually
 - 1. Keep copies in file or portfolio and update information regularly
 - 2. Put CE certificates, awards, etc. in it when events take place

II. Gather and Check All Necessary Information

- A. Write down headings such as **Education, Experience, Honors, Skills, Activities (use blank form in this document)**
- B. Education
 - 1. Usually means post-secondary
 - 2. Can include special seminars, summer school, night school
 - 3. College and university degrees
 - 4. If just starting, include high school
 - 5. List degrees (month/year obtained or expected)
 - 6. Names, locations schools
 - 7. Major and minor, if any
 - 8. Grade point average, if you have done well
 - 9. Brief summary important courses or clinical experiences
- C. Experience
 - 1. Includes full-time paid jobs
 - 2. Academic research projects
 - 3. Internships
 - 4. Co-op positions
 - 5. Part-time jobs
 - 6. List month/years you worked
 - 7. Position, name, location of employer or place
 - 8. Major responsibilities of position
 - 9. Ask yourself questions:
 - a. Have I invented, discovered, organized, or directed anything professionally for my community?
 - b. Do I meet deadlines consistently?
 - c. Am I a good communicator?
 - d. Do I enjoy teamwork?

10. Honors

- a. Academic awards
 - Scholarships
 - Fellowships
 - Honors list
- b. Professional awards or recognition
- c. Community awards

11. Skills

- a. Computer languages or software applications
- b. Research
- c. Clinical
- d. Teaching or tutoring
- e. Communication

12. Activities (list membership and/or offices held)

- a. Academic
- b. Professional
- c. Community organizations

III. Match Your Skills and Experience with an Employer=s Needs

A. Position

- 1. What kind of position do you want?
- 2. Match your wishes with positions that are available
- 3. Check postings, ads, personal contacts
- 4. Do your own research

B. Employer

- 1. What aspects of your education, experience or skills will be most attractive to that employer?
- 2. List specific course work, areas of specialty, specific skills or knowledge that you think would interest the employer.

IV. Highlight Details That Demonstrate Your Capabilities

A. Look over what you've written

- B. Select details of education, experience, honors, skills, and activities that match an employer's needs in a few important areas

V. Organize the Resume Effectively

A. Personal Information

- 1. Top center of first page
- 2. Name (no title)
- 3. Addresses
- 4. Phone numbers
- 5. E-mail
- 6. Fax numbers (optional)
- 7. Citizenship (if applicable)

- B. Note: A potential employer has no legal right to request information about age, sex, race, religion, marital status, health, physical appearance, or personal habits. Don't include this information on your resume.

C. Career goal or objective

- 1. Example #1: AI plan to begin studying for a baccalaureate degree within one year. My area of concentration will be health care management.≡

2. Example #2: AI am interested in gaining nursing experience in adult surgical nursing and then in a critical care. My ultimate goal is a position in nursing administration.≡
- D. Education - comes first in student resumes, especially if it is a strong asset
1. All schools attended, starting with present and working back (inverse chronological order)
 2. Include high school until you have been out of nursing school 5-10 years
 3. Include ONLY city, state for address
 4. Include campus, if appropriate
 5. Include dates of attendance and degrees awarded
 6. Area of concentration listed for advanced degrees
 7. Include graduation honors, e.g. BS or AS cum laude with departmental honors
 8. Include degrees that are anticipated, e.g. BS 2005 (anticipated)
 9. Certificates (not leading to a degree) are listed under either "Certificate Education" or "Additional Education"
 10. Education that did not lead to a degree (explains gaps in time or enhances background) is also listed in above section
- E. Experience
1. Functional
 - a. Emphasizes skills and talents
 - b. Cluster experiences under headings that highlight these skills (e.g. leadership, research, computers, etc.)
 - c. Best format if little job experience
 2. Chronological

Emphasizes work experience
 Lists jobs beginning with most recent
 Write all job descriptions in parallel phrases, using ACTION verbs
 List most important responsibilities or successes first
 List similar tasks together
 Listing should demonstrate progression in your career
 This section should be frequently reexamined and updated
 As you gain more experience, some positions will be deleted
 (especially those not related to nursing
 DO NOT USE "I"; USE SHORT PHRASES
 If you are seeking your first nursing position, you may include
 non-nursing positions but you should, if possible, indicate or

describe how these experiences relate to your health career or
 job for which you are applying.
- F. Research
1. List role, title of research project or grant, source of funding in this section
 2. Include grant number, length of grant if renewable
- G. Honors and Awards
1. If prestigious, list it first
 2. If mostly academic, may be placed after education
 3. Initially, you may list honors, honor societies, and awards together.
 4. As list grows, honor societies should be listed separately
 5. List award, awarding institution, and year
 6. Include merit/honor role, scholarships, graduation awards

Honors and Professional Membership

Initially, may be listed with above

List name of organization (short description if necessary)

List any offices held, past and current

List only current memberships

Date joining not necessary

A. Publications

1. Must be completely honest and accurate
2. Do not number publications
3. List in inverse chronological order
4. If two in same year, list alphabetically
5. Ignore writings outside your professional field (cookbooks, romance novels)
6. Do not include yourself as author
7. Eliminate as much punctuation as possible to simplify entries
8. List works you have edited and your own contributions - co-edited, or co-authored
9. For same citation in another journal, lists the publication and indicate its reprint in another publication (DON'T DOUBLE LIST!!)

RESUME CHECK LIST

Contact Information

- Does it include, name, address, phone number, email address, fax or other contact information?
- Does your contact information have no more than 2 or 3 fonts?
- Have you included all appropriate addresses?
- Is the design of the contact information consistent with the rest of the resume and cover letter?
- Is the contact information appealing to the eye?
- Have you proofread this information carefully for errors?

Resume Objective

- Does it use business language that is action oriented?
- Does it have a specific job title that you are seeking (resumes must be tailored to each recipient, particularly if you are sending a resume for a specific position)?
- Does it include your most prominent strengths, skills or expertise?
- Is it tailored for each employer or job? Is it tailored to your discipline?

Experience

- For each job listed, have you listed the company or organization, location, position title, dates of employment or involvement?
- Have you included all relevant experiences including: jobs, volunteer positions, appointments, assistantships, internships, etc.
- Have you utilized appropriate action words, congruent with employer expectations?
- Will the reader understand the level of responsibility that you had from reading the information?
- Does this section talk about accomplishments and not about responsibility? Do you try to quantify your accomplishments?
- Have you used parallel construction?
- Have you utilized the language of your profession?

Education

- Does the section begin with the highest academic achievement and work downwards?
- Did you include other training (such as specializations and special projects, computer skills, language proficiency, licenses) that might be relevant?
- Have you included names of schools or programs, location of schools, dates of attendance and graduation, degrees earned or pursued, and GPA (if appropriate)?
- Have you persuaded employers that your education is relevant to the job?

Honors and Activities

- List only those items that have specific relevance to your career objective
- Does it list any organizations that don't present a professional image?
- Does it highlight organizations that will give you prospective employer an advantage with your contacts and business relationships?
- Does it refrain from personal information

Overall

- Does the resume look great? Have you highlighted or boldfaced titles, subtitles and other important information?
- Is there enough white space - does the text flow for 'easy reading' ?
- Has the resume been checked by you and at least two others for spelling, punctuation, syntax and grammar? Have you checked it at least 10 times?
- Does the body of the resume complement the career objective?
- Does the resume focus on what the employer wants to see?
- Does the resume use the word "I" - it shouldn't?
- Would you consider this resume to be an excellent sales tool for your performance and past accomplishments?

When you are ready

Print it as needed on a laser printer if you have one. Avoid paper colors other than white or ivory. Modify the resume for a position that you are keenly interested to personalize your specific advantages.

Tips & Techniques

- *It's All She Wrote: A resume should never be longer than two pages. It's your job to get noticed not the interviewers to find out what matters on your resume.*
- *Industrial Strength: If you have worked for Blue Ribbon companies use a resume format that highlights employers. If you had interesting assignments, then highlight experiences with resume format*
- *Power Statement: Replace job objectives with a power statement that describes your area of expertise (e.g. "Organizational Design Specialist" not "Human Resources Generalist"), demonstrates what you do (e.g. "align HR systems with organization strategy "not" design and develop . . .") and how you do it (e.g. "value - added consultative style")*

RESUME ACTION WORD LIST

accelerated
accepted
accompanied
accomplished
accounted for
achieved
acquired
acted
adapted
added
addressed
adjusted
administered
adopted
advanced
advertised
advised
aided
allocated
allotted
alphabetized
altered
amended
amplified
analyzed
anchored
announced
answered
anticipated
appeared
applied
appointed
appraised
approved
arbitrated
argued
arranged
articulated
assembled
assessed
assigned
assisted
assumed
assured
attained
attended
audited
auditioned
authored
authorized
awarded
balanced
bargained
began
bolstered
briefed

broadcast
brought
budgeted
built
calculated
caste
cataloged
caught
caused
chaired
changed
charted
checked
chose
clarified
classified
cleared
cleared up
closed
coached
collaborated
collected
combined
commended
communicated
compared
compensated
competed
compiled
completed
composed
computed
conceived
conceptualized
concluded
condensed
conditioned
conducted
conferred
confirmed
conserved
consolidated
constructed
consulted
contacted
continued
contracted
contributed
controlled
converted
conveyed
convinced
cooperated
co-opted
con
coordinated
copied

copyrighted
corrected
corresponded
counseled
counted
crafted
created
critiqued
dealt
debated
debugged
decided
decreased
defined
delegated
delivered
demonstrated
described
designed
detailed
detected
determined
developed
devised
diagnosed
diagrammed
digested
diminished
directed
disciplined
discovered
discussed
displayed
distributed
documented
downsized
drafted
dramatized
drew up
dropped
earned
edited
educated
effected
elaborated
elicited
eliminated
emphasized
employed
encouraged
energized
enforced
engineered
enhanced
enjoyed
enlarged
enlisted

ensured
entered
entertained
established
estimated
evaluated
examined
exceeded
excelled
executed
exercised
expanded
expedited
experimented
explained
exploited
explored
expressed
extinguished
extracted
facilitated
familiarized
filed
financed
fixed
focused
forecast
foresaw
forged
formulated
fortified
forwarded
fostered
found
founded
freelanced
furnished
furthered
gained
gathered
gave
generated
governed
graded
greeted
grossed
guided
handled
harmonized
hastened
heightened
helped
highlighted
hiked
hired
hosted
housed
hunted
identified

illustrated
implemented
improved
improvised
incepted
included
incorporated
increased
indicated
individualized
influenced
informed
initiated
innovated
inspected
inspired
installed
instilled
instituted
instructed
insured
integrated
interacted
interpreted
intervened
interviewed
introduced
invented
inventoried
investigated
involved
issued
jointed
kept
labored
launched
learned
lectured
led
licensed
listened
litigated
lobbied
located
looked
made
maintained
managed
mapped out
marketed
mastered
maximized
measured
mediated
memorized
mentored
met
modeled
modified

monitored
motivated
moved
named
narrated
negotiated
netted
observed
obtained
offered
opened
operated
ordered
organized
originated
outlined
overcame
overhauled
oversaw
paid
painted
participated
perceived
performed
permitted
persuaded
photographed
pinpointed
pioneered
programmed
projected
promoted
pronounced
proofed
proofread
proposed
proved
provided
publicized
published
purchased
put
qualified
quicken
ran
realized
received
recharged
recommended
reconciled
recorded
recruited
rectified
reduced
referred
registered
regulated
rehabilitated
reinforced

related
rendered
renewed
renovated
renovated
reorganized
repaired
replaced
reported
represented
rescued
researched
reserved
resized
resolved
responded
re-staffed
restored
restructured
resulted in
retained
returned
revamped
revealed
reviewed
revised
revitalized
rewarded
rotated
said
sampled
satisfied
saved
saw

served
set
set up
settled
shaped
shared
shipped
shored up
showed
sifted
simplified
smoothed
sold
solved
sorted
sought
spearheaded
specialized
specified
spoke
standardized
stated
stopped
straightened
streamlined
strengthened
stripped
structured
studied
submitted
suggested
summarized
supervised
supplied

supported
surmounted
surpassed
surveyed
systematized
tabulated
tackled
targeted
taught
tested
tightened
took over
totaled
toured
tracked
trained
transferred
transformed
translated
transmitted
traveled
treated
tutored
typed
uncovered
underscored
unearthed
updated
upped
utilized
welcomed
worked
wrote

Office Ready [Computer Software]. (1997). Costa Mesa, CA: Canon Software Publishing.

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SUMMARY OR PROFESSIONAL GOAL	<ul style="list-style-type: none">••••••
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EDUCATION	
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EXPERIENCE	
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ACHIEVEMENTS	
PROFESSIONAL MEMBERSHIPS	
ACTIVITIES	

Jane P. Smith
1700 Jarrett Road
Lancaster, PA 17601
(717) 569-1234

Professional Goal

I want to gain experience in critical care nursing and specialize in open heart surgery. I plan to begin studying for a master's degree in nursing within one year.

Education

2006 BA Millersville University, Millersville, PA
2004 AS Lancaster General College of Nursing and Health Sciences, Lancaster, PA
2002 Diploma J. P. McCaskey High School, Lancaster, PA

Experience

2003-2004 Library Aid, Lancaster General Hospital, Lancaster, PA

Worked 16 hours weekly in Health Sciences Library; assisted with literature searches, information literacy education and resources distribution.

2002-2003 Salesperson, Boscov's, Lancaster, PA

Worked 10 hours per week in various departments. Employed full-time during summer months.

Honors and Special Achievements

2005 Scholars Medal for Health Sciences
2005 Outstanding Academic Achievement Award
2004 College Service Award
2002-2004 Stager Scholarship

Activities and Community Service

Leadership Club – Millersville University: Treasurer, 2005
Student Government Association
Vice President: 2003-2004
Parliamentarian: 2002-2003
CPR Certification - American Red Cross
Water Street Rescue Mission Community Service 2002-2004

March 17, 2006

Lancaster General Hospital
P. O. Box 3555
555 N. Duke Street
Lancaster, PA 17604-3555

238 N Mulberry St
Lancaster, PA 17603
(717) 390-3056

Dear Recruiter:

I am interested in exploring the opportunity to join your organization as a staff sonographer. I will complete the first phase of my education from the Lancaster General College of Nursing & Health Science on May 13, 2006, when I earn an Associate of Applied Science degree. I consider myself a knowledgeable professional and believe I have the skills to contribute substantially to your organization.

I would appreciate an appointment to have a personal interview and will be calling in the next several days to schedule an appointment. In the interim, if you have any questions concerning my abilities or background, I will gladly respond to your request for additional information.

Thank you for your time and consideration in this matter. I look forward to talking with you in the near future.

Sincerely,

Jane P. Smith

Resume enclosed

123 Main Street
Anytown, TX 12345

April 8, 2004

Ms. Kathleen Hamilton
Recruiter
General Medical Hospital
1505 Washington Avenue
Pittsburgh, Pennsylvania 15205

Dear Ms. Hamilton:

Innovative, caring, and trustworthy. These are the qualities that characterize General Medical Hospital and its employees. As my résumé shows, these are also qualities I possess and hope to demonstrate as a staff sonographer with General Medical.

I have completed clinical rotations in brain, abdomen, peripheral blood vessels and studies of the pregnant and non-pregnant female patient. Each rotation has enabled me to work both independently and interdependently with people and health care team members in a hospital setting. My clinical experiences have provided me with opportunities to assist others in performing a variety of diagnostic procedures.

The staff development programs that I participated in while working as a student broadened my awareness of current trends and breakthroughs in the fields of medicine and diagnostic medical sonography

In May I will graduate from the Lancaster General College of Nursing and Health Sciences with an Associates of Applied Science degree. I am confident that my practical experience and knowledge will allow me to make immediate contributions to your hospital. I look forward to meeting you soon to discuss how my skills can meet General Medical's needs. I will call you the week of April 15 to arrange an interview.

Sincerely,

Tracy Q. Graduate

Enclosures