

Continue



Bullets Wondering how to order your bullets and what to include? Try this: start with a verb leading to quantifiable data or a specific point and include a relevant duty. Use our comprehensive tables to make your achievements shine: Adhered Displayed Planned Administered Educated Preserved Applied Ensured Provided Assessed Evaluated Reacted Assisted Executed Reported Built Explained Responded Collaborated Followed Scheduled Communicated Helped Shared Contributed Led Supervised Decided Listened Taught Delegated Managed Tracked Delivered Measured Trained Demonstrated Negotiated Treated Developed Observed Updated Directed Performed Wrote Assertive Friendly Productive Attentive Hard-working Professional Balanced Honest Qualified Broad-minded Independent Realistic Cheerful Inventive Reliable Committed Knowledgeable Resourceful Compassionate Mature Responsible Conscientious Motivated Sociable Consistent Objective Tenacious Creative Patient Traditional Direct Persistent Trustworthy Dynamic Practical Unconventional Eclectic Proactive Unique Here is a brief work history resume example for nurses that puts it all together: Work History Registered Nurse, Acute Care - Example Medical Center09-19 - Present Supervised staff of 15 registered nurses, 8 certified nursing assistants, and 7 paramedics while multitasking excellent patient care. Cared for up to 4 patients per shift with acute neurological disorders, including strokes, spinal cord injuries, and head trauma. Education and Training In the nursing profession, education and training are of utmost importance. If you have work experience, this section can be fairly brief. You should list your relevant degrees in chronological order. There are varying opinions regarding the specific ordering of education. However, we believe that the degree or certification title should be listed first. Employers care firstly that you have the education requirement they need and secondarily where you obtained the requirement. We suggest the following format: Degree or Certification Title (acronym), Institution Name Here's an example: Bachelor's Degree in Nursing (BSN), University of Washington Should I Include Graduation Dates on a Nursing Resume? You are not required to include your college or high school graduation dates on your nursing resume, as it could reveal your age. Age discrimination is the top form of employment discrimination and affects all age groups. If you graduated more than 10-15 years ago, it may be a good idea to omit the date. But this is a personal decision you should make at your own discretion. Should I Include My GPA on a Nursing Resume? Including your GPA in your nursing resume is optional. If you are particularly proud of your GPA, by all means, add it! However, it is not required. If you graduated with honors that you are proud of, you can definitely include that as well. Again the resume is a unique snapshot of you! Should I Include my Non-Nursing Degrees and Credentials? If you possess other degrees not related to nursing, it is not necessary to include those on your nursing resume. Some second-career nurses like to list this information, especially if there has been an interesting career pivot or one that brings a lot of value to your role as a nurse. Remember, you are telling your personal, unique story, and you get to decide what to include. How Do I Add In-Progress Advanced Education Programs? If you are currently enrolled in higher education to advance your studies within the nursing field, that should be listed on your resume and state that the degree is pending or in progress. However, if you started a graduate degree program, never finished, and do not plan on finishing, it is unnecessary to include it on the resume. Should I Include my High School Education? Nurses do not need to include their high school diplomas on their resumes. The nursing profession requires completion of higher education, and therefore, your higher degree trumps your diploma. Awards, Accomplishments, and Affiliations Though this section is not required, we encourage including awards and accomplishments that are relevant to the nursing profession. These details will provide the potential employer with more proof and evidence of who you are as a nurse. In this section, you can include: Awards and recognitions that are specific to the hospital or facility where you work, e.g. the Daisy Award, Employee of the Month, and Nursing Excellence Award Professional memberships and affiliations relating to nursing and/or healthcare Volunteer work, if it relates to nursing We suggest the following format: Title, organization, year Here are a couple of examples: Recipient, Nursing Excellence Award, Washington Medical Center Volunteer, American Red Cross - Haiti - 2012 Naming Your Nurse Resume Save File One last thing, saving! Don't just give your resume any old name! Hiring professionals sometimes receive multiple documents from candidates, and they don't want to waste time sorting through every document to find the resume. Some prefer to organize resumes by specialty. Tell them exactly which document is your resume. We suggest the following format: firstlast_specialty_resume.doc Here's an example: We've seen a lot of resumes over the years, and you might be surprised by the amount of strange information people have included on them. So, here are the top mistakes we've seen: Typos This should be a no-brainer but make sure to proofread and even have another set of eyes proofread for you. Birthday or Age Huge red flag for age discrimination. Salary Information An employer could assume your salary is too high or too low, so just don't list it. Personal Information Don't include things like photos, religious affiliations, Social Security Numbers, marital status, kids. Using Only a Nickname If you go by a different name, include both your legal name (the one on your license) and your nickname, e.g. Penny "Penelope" Lite. Outdated Resumes Make sure your resume includes your most current and relevant positions. First-Person Pronouns Avoid using pronouns such as "I" statements. A resume should be in the third person. Contact Information in Header An ATS will not see it there. Unprofessional Email An appropriate email address is PennyLite1@gmail.com but not hufflepuff1990@AOL.com. Inappropriate Voicemail Greetings/Ringback Tones No need to be fancy, a simple ring is fine, and a professional greeting is great! Misnaming Resume Documents Recruiters go through hundreds of resumes a day, so keeping track of all those files can be difficult. Make it easy for them. Woot! If you've made it this far you should have an excellent understanding of how to write a great nursing resume. We know it's a lot of information right now, and we hope that you'll use the information to advance your career. For a little more help, try using our free resume templates. And when you've landed your next interview, check out the next part in this series, The Complete Guide to Nursing Job Interviews. >> Download free nurse resume templates! Amanda is an Ivy-league-educated nurse practitioner and career mentor who helps nurses find and land their dream jobs. She founded The Résumé Rx in 2018 to help nurses with career and résumé strategy Learn more about Amanda and her products at www.theresumerx.com and follow her on Instagram @theresumerx.