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## Writing your resume: Graduate Entry students

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This handout serves as a basic overview of the resume writing process and offers samples and tips. A resume for a graduate entry student may look different than a traditional MS student because of the additional outside nursing experience you bring. Use this to your advantage and highlight what skills you've gained in nursing and what you've gained from your previous education and career. The College of Nursing Career Advisor offers appointments and workshops for reviewing resumes. Ask someone close to you, or your classmates, to look over your resume. Most people find that someone else's opinions help greatly since the resume is such a personal document. There usually isn't a right or wrong way to do a resume. What matters most is that your strengths and skills are well showcased.

### **The truth about resumes:**

Most recruiters do one of two things when looking at resumes:

1. Scan the resume into a computer program and do a keyword search (looking for specific terms or phrases that the employer deems important),
2. Scan the resume visually, spending about 15 seconds.

Either way, the first look at the resume is not in depth. This frames how you should think about the document. It has to be something that someone could look at quickly and garner quality information and it has to be put together well enough to incorporate some of the keywords for which the recruiter might look.

### **Structure/Format:**

Most graduate entry students' resumes will have a minimum of **four sections**. Many will have more. The basic four are:

1. Contact Information
2. Education
3. Relevant (or nursing or clinical or advanced practice) Experience
4. Additional Experience (for your previous work experience)

Other optional sections you might choose can be: qualifications, objective, skills, certifications, professional organizations, volunteer/community experience, and many more. Choose your section headings carefully since they jump out first to the reader. Pay attention to your format. If you ever need to change something on your resume (which almost all people do), you'll be happier if you haven't used a template. Templates make changing sections and content difficult. The bottom line is that the format should be clean and organized; things should look consistent and line up well. Also, many grad entry resumes will be 2 pages long.

### **Presentation:**

If you're sending your resume in, you'll want to print it on high quality resume paper. Neutral colors are best. Resume paper can be found at any bookstore or office supply store. You don't have to list every experience you've had; pick the most recent and the most relevant.

## Content:

Your resume's content briefly outlines who you are, what you've done, and what you've learned. Content on a resume is not in complete sentence format. This is so the reader can get to the point quickly. You don't need to put anything about references on the resume - they go on a separate document.

The 3 components to a resume description:

1. Verb (Tired of using the same old verbs? Do an internet search for "resume verbs" and have fun looking at all of your options!)
2. What you did
3. How what you did relates to the bigger picture (why was it important, what strength was developed, why the reader should care)

In most cases, you can follow one of the formulas below to write the descriptions:

- **Verb, what you did, *how much?***
- **Verb, what you did, *how did you do it?***
- **Verb, what you did, *why did you do it?***
- **Verb, what you did, *what strength or skill was developed?***
- **Verb, what you did, *with what?***

Some examples...

- Educated patients and families on disease prevention techniques
- Utilized creativity and problem solving skills with diagnoses for low health literacy populations
- Developed detailed care plans for up to 8 patients per day in a fast-paced community clinic

Nicholas Nurse, RN (if you're licensed)  
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## Education

The Ohio State University College of Nursing  
*Master of Science, Nursing*  
*Family Nurse Practitioner*

Columbus, OH  
June 2012

- GPA: 3.3/4.0

University of Illinois  
*Bachelor of Arts in English*

Champaign, IL  
June 2007

- GPA: 3.5/4.0

## Advanced Practice Nursing Experience

Dublin Community Health Center  
*Precepted Family Nurse Practitioner Clinical*

Dublin, OH  
September 2011 - present

- See the content section for more tips on writing good resume bullets
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Planned Parenthood  
*Precepted Family Nurse Practitioner Clinical*

Dayton, OH  
September - December 2010

- See the content section for more tips on writing good resume bullets
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Capital City Medical Center  
*Precepted Family Nurse Practitioner Clinical*

Bexley, OH  
June - August 2010

- See the content section for more tips on writing good resume bullets
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## Registered Nurse Experience

Riverside Hospital, ICU  
*Registered Nurse*

Columbus, OH  
May 2011 - present

- See the content section for more tips on writing good resume bullets
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## Additional Experience

College of Nursing Technology Lab Complex  
*Graduate Assistant*

Columbus, OH  
September 2010 – present

- See the content section for more tips on writing good resume bullets

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Columbus Public Schools  
*High School English Teacher*

Columbus, OH  
September 2007-May 2009

- See the content section for more tips on writing good resume bullets

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## Additional Skills and Memberships

- Fluent in Spanish
- Member, American Association of Nurse Practitioners

If you're using a resume pre-licensure, it would look similar. Your "advanced practice nursing experience" section could change to "relevant clinical experience" to showcase your pre-licensure nursing experience.