

# Resume Writing for Nursing Students



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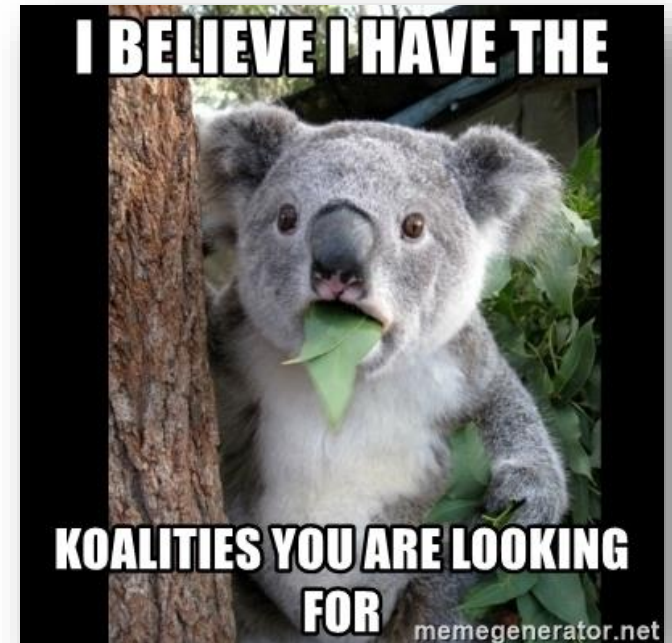
Fall 2023



**CASE WESTERN RESERVE**  
UNIVERSITY

# What is a resume?

- First impression – Your resume represents you
- Audience – HR/recruiter, Nurse Manager, others?
- Briefly summarizes your experiences, education, skills, competency, achievements relevant to the position you want next and expresses your unique candidacy
- Used to market yourself, obtain an interview, and/or introduce yourself to a networking contact
- Updated regularly



# Resume formatting guidelines

## LENGTH

- Generally, 1 pg. for newer grads; 2 pages for experienced professionals

## MARGINS

- 0.7 - 1 in. on all sides; avoid putting text in the header and footer

## FONT & FONT SIZE

- 1 easy-to-read font, e.g., Times New Roman, Arial, Calibri, Garamond
- 10-12 point for everything except your name or heading/contact info

## STYLING

- Fills the page without being crowded; adequate white space
- Tabs, margins, bullets, punctuation are consistent and aligned
- Judicious and consistent use of capitalization, bold, and italics
- Appropriately uses numbers or characters (e.g., \$, %)
- Avoids using color, graphics, or graphical enhancements
- Free of spelling and grammatical errors



# Resume formatting guidelines, continued

## OTHER TIPS

- Information in reverse chronological order, aligned and spaced consistently
- Includes a variety of strong, collegiate-level action verbs to highlight accomplishments; avoids repeating the same word or phrase
- No personal pronouns
- Sentence fragments are acceptable
- Use consistent, appropriate verb tense
- If printing, print on resume paper
- Is saved in Word (for editing), pdf (for attaching), and text (for copying and pasting into applicant tracking systems)
- Honesty





# Common resume sections

- Contact information / heading (R)
- Education (R)
- Clinical experience (R)
- Other experience (R)
  - Work Experience
  - Volunteerism or Community Service
  - Leadership / Activities
- Training / Certifications
- Professional memberships
- Honors / Awards
- Languages
- Skills



# Contact Info / Heading

## REQUIRED

- Name
- Telephone number (with appropriate voicemail)
- Email address (professional and regularly checked)

## OPTIONAL

- Your street address - City, State instead
- LinkedIn profile address

## EXCLUDE

- Photo
- Gender, race, age, citizenship, or other personal / sensitive information

# Contact info / Heading examples

## EXAMPLE 1

IMA SPARTAN

(456) 555-1212 ▪ Ima.Spartan@case.edu

## EXAMPLE 2

IMA SPARTAN

205 West St. Clair Ave. Cleveland, Ohio 44114

(216) 632-5678

Ima.Spartan@case.edu

[www.linkedin.com/imaspartan.com](http://www.linkedin.com/imaspartan)



# Objective (Optional)

- Why is an employer seeing your resume?
- Short and to the point

**Objective:** To obtain the RN –  
Emergency Medicine position at the  
Cleveland Clinic Main Campus.



Objective: Seeking a job that will  
allow me to utilize my people skills  
and teamwork.





# Objective Example

## OBJECTIVE

To obtain a position as Trauma 1 Nurse at MetroHealth Medical Center utilizing skills acquired through nursing clinicals, EMT experience, and commitment to providing exceptional care to every patient.



# Education

- Top selling point for current students and recent grads; after heading / contact info
- Includes organization and location (usually on one line) and degree and graduation date (on another)
- May include special designation such as cum laude immediately following the degree or GPA
- May have bullets re: unique coursework, study abroad, honors or awards, if not in a separate section
- May include certifications in this section

# Education examples

## EDUCATION

**Bachelor of Science in Nursing**, May 2024

Case Western Reserve University, Cleveland, OH

Frances Payne Bolton School of Nursing

Cumulative GPA: 3.88



# Clinical Education

- Resist the urge to include it all (e.g., all the clinicals, all the hospitals/sites, all the hours, all the floors)
- Top selling point: Total number of clinical hours completed by graduation
- Highlight rotations to align most closely with your goal(s)
- If targeting multiple specialties, consider creating multiple versions of the resume, rather than having one resume try to do it all
- Don't state the obvious; focus on accomplishments, value added, or other distinguishing features

# Clinical Education example(s)

Not all of these would necessarily be included in one resume. Included for illustrative purposes only.

**CLINICAL HIGHLIGHTS** (these are examples of things that could be included, not a list of what you must include)

1300+ total hours completed by May 2024 including:

- University Hospitals Seidman Cancer Center: Heme/Onc/BMT preceptorship (336 hours)
  - Experience with patient/family education, end-of-life care
- Cleveland Clinic: Operating Room & Cardiothoracic Step-down units (336 hours)
- Cleveland VA Medical Center: Medical ICU & Spinal Cord Injury (112 hours)
- University Hospitals Otis Moss Jr Health Center (300 hours)
  - Provided high-quality patient care in a spiritually supportive, urban environment

Cleveland Metropolitan School District

- Developed and implemented nutrition education program for 3rd grade students and their families

Asthma Educator for Open Airways, American Lung Association

- Assisted in the Special Education classroom



# Other Experience

- You will likely have to pick and choose what is most relevant to your goal(s)
- List place of employment and location (usually one line) and title and date(s) (usually on another line)
- Use bulleted statements that begin with strong, collegiate-level action verbs and describe meaningful activity/ achievements / accomplishments / outcome / impact. This kind of writing demonstrates how you added value and differentiates you from other applicants.



# Other Experience examples

## PROFESSIONAL EXPERIENCE

**Healthcare Technician**, July 2019 – June 2021

*University Hospitals Cleveland Medical Center, Cleveland, OH*

- Collaborated with nursing staff in providing timely, compassionate and attentive direct patient care
- Administered diagnostic tests, such as ECGs, blood pressure monitoring, and glucose testing, with a keen attention to detail and adherence to established protocols
- Recorded and maintained patient information, including vital signs and medical histories, using electronic health records (EHR) systems
- Recognized as Employee of the Month in October 2019 for excellent teamwork and work ethic.



# Other section examples

Bulleted points are optional and depend on space available and relevance to your goal(s).

## **PROFESSIONAL ASSOCIATIONS**

Treasurer, Ohio Nursing Students' Association, September 2020 – Present

- Petitioned Student Government for formal recognition and obtained university funding for organization for first time ever.
- Caught financial error saving organization ~\$2,000 that was re-allocated to additional professional development & philanthropy

## **VOLUNTEER EXPERIENCE**

Tutor, Cleveland Public Schools Connection, May 2018 – February 2020

- Tutored individual middle and high school students in math every Saturday during the academic year.



# Common resume mistakes

- Too long
- Too short
- Too wordy
- Too vague
- Use of words “I” and “we”
- Too much “fluff”(lots of words that don’t really say anything about YOU)
- Focused on routine duties, not accomplishments
- Exaggerated or misleading
- Difficult to read
- Poor design
- Poor grammar
- Misspellings
- No locations or dates listed for employer



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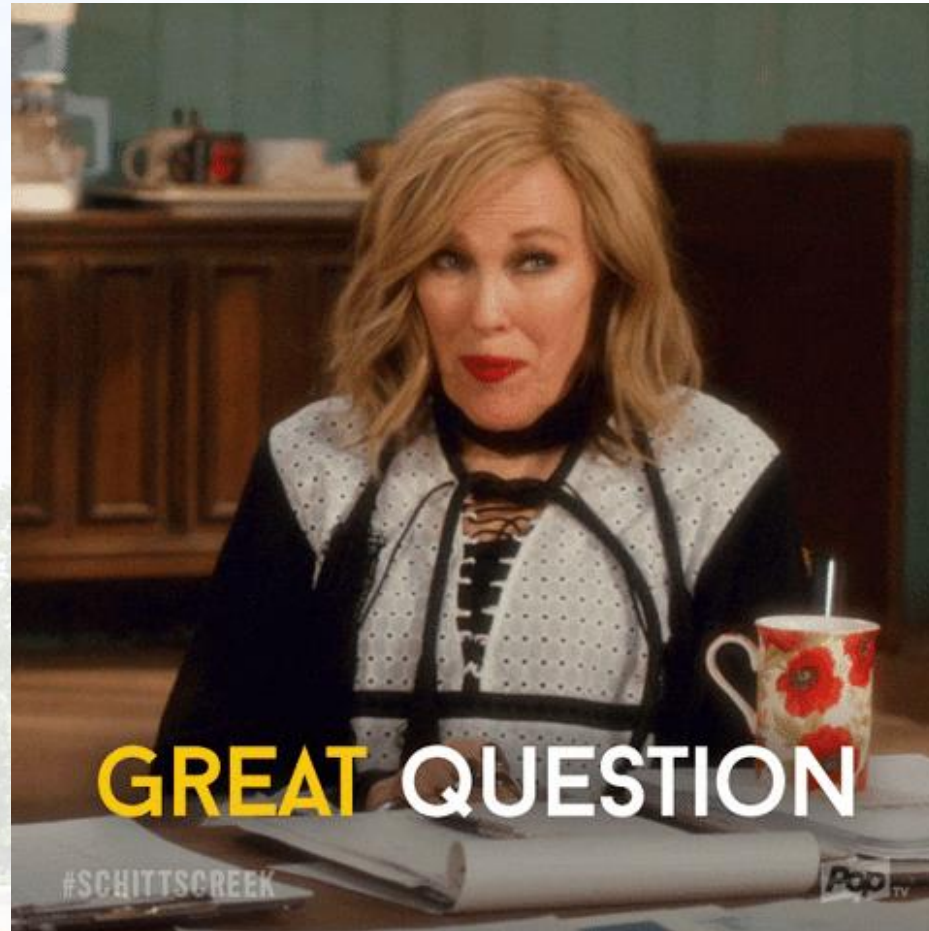


# Career Center

- Select Resources
- [Career Search Guide](#)
- [Access via My Career](#)
  - [Handshake](#)
  - [Big Interview](#)
  - [Liquid Compass](#)
  - [Alumni Career Network](#)
  - [LinkedIn](#)
  - [CareerShift](#)
- [Career Interest Areas](#)
  - [Healthcare](#)
- Sears Library 229
- 216.368.4446
- careers@case.edu
- <https://case.edu/studentlife/careercenter/>
- Office hours: M – F 8:30 a.m. – 5 p.m.
- Career Labs:  
<https://case.edu/studentlife/careercenter/career-development/career-lab>
- Individual Appointments
- Offered via Zoom, in-person or phone
- Request at [journey.case.edu](https://journey.case.edu)



# Questions?



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