

## **NURSING RESUME TIP SHEET**

### **Formatting**

Avoid using any of these formatting options:

- Tables - tabs for formatings
- Text boxes
- Images, including photos (in the U.S.), logos, graphics, graphs, other visuals, or text contained in any of these elements
- Headers and footers - do not list contact information in header
- Less common fonts
- Columns

### **SECTIONS (LISTED FROM TOP TO BOTTOM)**

#### **Contact Information**

- List your city, state and zip code (no street address)
- Use a professional-looking email, such as a university email or [first.lastname@gmail.com](mailto:first.lastname@gmail.com)
- Add a URL for your LinkedIn profile (if it is up-to-date)
- Include a URL for your online portfolio if that is common in your industry
- Hyperlink all URL's

#### **Professional Summary**

- A must for career changers or anyone with 3-5 years of experience—may not be necessary for early career candidates in all fields
  - For those in STEM fields, a Professional Summary is common even for those with less experience
- Example: Hardworking recent nursing graduate seeking a role in an urgent care setting. Healthcare professional with five years of experience providing care to both children and the elderly. Compassionate, well-organized, and forward-thinking in managing client needs.

#### **Education**

- Education will have three subsections: the name of your university; Credentials & Certifications; and Clinical Rotations
- List all degrees beginning with the most recent one and working backwards (reverse chronological order)
- List University of Maryland, Baltimore - School of Nursing (UMSON) as your university
- If you are still attending classes, list the date you plan to graduate ex: Expected May 2023
- If you have completed degrees, just list the month and year it was granted ex: May 2019
- If your GPA is above 3.0, you should list it
- "Honors" subhead can be used to highlight scholarships, Dean's List or other awards
- "Relevant Coursework" subhead can highlight skills learned in class that are listed in a job posting



### **Skills and Certifications**

- Common credentials include Certified Nursing Assistant (CNA) license and Basic Life Support certification
- Certain fields--especially in STEM--should place the Skills section below Education
- Foreign languages can be listed, but only those at or above the intermediate skill level; do not list English, even if it is your second language
- If you list certifications, include the name of the granting authority and the expiration date
- Additional certifications from the American Nurses Credentialing Center (ANCC) can be found at <https://www.nursingworld.org/our-certifications>

### **Clinical Rotations**

- Clinical Rotations verify for an employer what hands-on nursing experiences you have. There is no need to describe what was learned in each rotation. \*ONLY describe tasks and learning from a clinical rotation if you have no other experience to include on your resume.

- List Name of Hospital and Unit, List number of hours completed. In parenthesis, add the name of the rotation and semester

Example: Sibley Memorial Hospital, Progressive Care Unit – 180 hrs (Medical-Surgical Adult Health; Spring 2022)

### **Relevant Experience**

- Relevant Experience lists internships, jobs (part-time or full-time), or volunteer work that relates to the job you want
- This separate section can highlight skills developed in a job that is not your current or most recent one

### **Additional Professional Experience**

- Jobs that are not in your field of choice--such as part-time roles in customer service, retail, or hospitality--still showcase your skills and should be listed
- Use these roles to demonstrate teamwork, problem-solving or other career-related skills.

### **Accomplishment Statements (aka Resume Bullets)**

- Shows an employer what skills you have and the impact you made in your workplace.
- NOTE: Accomplishment statements should show the value you add to a workplace, not just the tasks you completed.
- Should use action words, highlight relevant skills, and be quantifiable when possible

C = Challenge/Problem or Situation

A = Action taken in response to challenge/problem

R = Results of that action

**Sample accomplishment statement** Increased customer satisfaction by resolving complaints through active listening, escalating requests to the manager as needed



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**Focus on transferable skills** here--skills that nurses use but can be learned outside of a hospital or clinical setting. In the example above, the skills are **resolving conflicts**, **active listening**, and **involving a supervisor when needed**

**Action Verb:** Every statement should start with an action verb. What action did you take to solve the problem?

**Quantify Your Results:** They can be qualitative (e.g. improved customer satisfaction) or quantitative (increased sales by 50%).

- A resume should not read like a position description: tasks in a position description are the work an employer wants done. A resume should detail HOW you did that work and WHAT SKILLS you can offer your next employer

### **Leadership and Extracurricular Activities**

- This can be listed as two separate sections or as one combined section
- A leadership section should be formatted like the Relevant Experience section, with a list of accomplishment statements after each entry
- If membership or work with a group is limited, listing a single line with the group name and the dates of involvement is sufficient
- If you are a member and then hold a leadership role, listing both titles with dates can show growth to a future employer

### **Creating an ATS-friendly Resume**

- An Applicant Tracking System (ATS) is software used by employers to track and evaluate candidates. Applicant "fitness" is determined by an algorithm and based on keyword matches.
- Match resume keywords to those in the position description. NOTE: wording must be an exact match, so "Managing" will not match "Managed."
- The ATS will parse the information in your resume, so formatting is important
- As mentioned in the formatting section, do not use tables or columns - the ATS cannot parse that formatting correctly
- Format resumes as Word docs--they are the most successful submissions
- PDF may be fine as well
- Do not include photos, color, or graphics--the ATS cannot parse those formats
- Avoid resume templates that feature graphics and platforms such as Canva - these platforms save PDF files as images and also cannot be parsed by an ATS
- Use traditional headings such as "Professional Experience" and not "Exciting Things I've Completed"

### **Additional ATS Resources**

**Jobscan** - <https://www.jobscan.co/applicant-tracking-systems> - 5 free scans per month, free articles and information

**Skillsyncer** - <https://skillsyncer.com/> - Free for a year if registering with a .edu email

**Indeed video:** Applicant Tracking System Explained [https://youtu.be/DksA\\_vF84J](https://youtu.be/DksA_vF84J)



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