

RESUME KEY POINTS AND TIPS

Employers spend an average of 15 seconds looking at a resume. Make it count!

- Make resume professional, attractive, and easy to read.
- Watch margins and be sure to fill the white space, one page is desired.
- Recommend times new roman font or similar
- Use your resume to market yourself and get an interview.
- Place most important information first.
- **Bold**, *italicize*, CAPITALIZE, or underline critical facts- *be consistent with the format.*
- Choose headers to highlight your individual strengths.
- Stress results, skills and accomplishments rather than performed duties.
- Begin sentences with action words – see list for suggestions.
- Use the correct tense when describing past/present activities.
- Avoid personal pronouns (I, me, my).
- Proofread for misspelled words and grammatical errors - these can be red flags to employers.
- Customize your resume each and every time you apply so that you highlight the jobs, skills, volunteer work, additional experiences that are relevant to the job you seek.
- Always include a cover letter when submitting a resume.

BUILDING YOUR RESUME

Heading

- Include your name, address, phone (with area code), email address, and homepage or portfolio link (if applicable).
- Be sure to use the same style heading for all pages of your resume packet: cover letter, resume, references.

Profile (optional)

- A profile can be a bullet point list or summary paragraph that lets the reader know your top skills and abilities from the very top of the page. This allows you to target specific areas toward a specific job or incorporate certifications or coursework in which you've been trained. If you do not have special skills/experiences or are new to the job market you may leave this out.

Education

- Name of School, City & State, Anticipated Graduation Date (or dates attended), Degree, Major, Minor, Specialization.
- Start with most recent degree awarded and work backwards.
- Do not list high school or earlier education unless exceptional or relevant in some way
- GPA is optional. Recommend 3.0 or higher.
- A relevant coursework section may be added if you have specialty skills clinical/lab skills.

Certifications

- Professional certifications received and dates or expiration, list where valid if it is State specific

Experience

- Job Title or Meaningful Job Description, Name of Employer/Company, City & State, and Dates Employed.
- Bullet point skills developed, achievements and accomplishments, or quantifiable results. Action words are always good!
- Begin with your most recent experience and work backwards. Can be one section or divided based on relevancy.
- Focus on skills (communication, analysis, teamwork, research, leadership, management) and accomplishments.

Activities & Community Services (Optional)

- Emphasize any significant activities you participate in outside of work (community service, extra curriculars). Quantify what you do with the role you play, hours involved, personal investment, or other ways to show an employer more about your character and personality.
- List activities that demonstrate: leadership ability, initiative, good communication skills, perseverance. Highlight leadership roles.
- Format section just like employment section and include: Role in organization, Organization Name, City State, Dates Involved

Honors and Awards (Optional)

- If award or organization is well known, listing honors/awards may be sufficient; if not write out identifying information qualifications and again use the same format as in the experience section to maintain a consistent look to your resume.

Languages (May also be under Professional Profile or Education)

- If you include languages (either under skills or languages sections), be sure to accurately represent skill level.
- Basic ability-completed coursework in language. Literate- can read and write language.
Conversational – can speak language. Proficient- can read write and speak understandable.
Fluent- can read write and speak with similar skill to native speaker

References

- You DO NOT need to state “reference available upon request”. If Employers want your references, they will ask.
- You will need to create a separate reference page that should include the person's name, title, address, email, and phone number.

Resume Worksheet – Health Professions

(Format is flexible as long as it is consistent throughout. A single page is preferred)

Your Name (Can be a larger font)

Address

City, State, Zip

Cell Phone/e-mail

EDUCATION

Name of College/School, City, State _____

Degree, Major, Graduation Year or expected graduation if enrolled _____

GPA (general rule is list if 3.0 or better) _____

CERTIFICATIONS

Certification, date issued or expiration

CLINICAL EXPERIENCE

Name of clinical (hours), Physical location of clinical, city, state, season year

- (these bullets highlight your accomplishments and responsibilities each bullet begins with an action verb)

• _____

• _____

Name of clinical (hours), Physical location of clinical, city, state, season year

• _____

• _____

WORK EXPERIENCE (most recent first unless you are grouping jobs by relevant experience first))

Job Title, Employer's Name, City, State, Dates _____

- (these bullets highlight your accomplishments and responsibilities each bullet begins with an action verb)

• _____

• _____

Job Title, Employer's Name, City, State, Dates

• _____

• _____

• _____

COMMUNITY SERVICE, VOLUNTEER EXPERIENCE, or PROFESSIONAL ORGANIZATIONS

(Change heading depending on what you have to offer. May be more than one section if there is a lot to share)

Role in Organization, Organization Name, City, State, Dates _____

(bullets here also begin with action verbs, number of bullets depends on skills you acquired and want to share)

• _____

Role in Organization, Organization Name, City, State, Dates

• _____

COMPUTER SKILLS/ LANGUAGE SKILLS

Names of Software/Languages and Foreign Languages _____

HONORS/AWARDS

Name of honor/award, Organization Granting Award, City, State, Date (one line per honor)

**please note there is usually no underlining. The lines are there for you to use as a worksheet for your rough draft)

Lady Fairfax

173 Skirmisher Lane, Middletown, VA 22645

540-868-7110 careerservices@lfcc.edu

EDUCATION

Lord Fairfax Community College, Middletown, VA
Associates of Applied Science Degree in Nursing, May 2014
GPA: 3.7/4.0 Phi Theta Kappa International Honor Society

CERTIFICATIONS

Registered Nurse, June 2014
CPR Certification, renewal May 2015
Certified Nurse Aide, August 2010

ADDITIONAL RELEVANT COURSEWORK

Developmental Psychology
Bio-Medical Ethics
Principles of Sociology
Introduction to Computer Applications and Concepts (Microsoft Office)

CLINICAL EXPERIENCE

Acute Adult Health Practicum (135 hours), **Warren Memorial Hospital**, Front Royal, VA
Spring 2014

- Provided hands-on care to patients with gastro-intestinal disorders, pulmonary disorders, and other disorders in the medical surgical unit.
- Skilled at IV therapy and generation of care plans.
- Utilized computerized records system to document activities and patient care.

Issues and Applications of Family Caregiving (45 hours), **Caregivers Community Network**, Harrisonburg, VA
Fall 2013

- Served at volunteer agency that provides a program of information, companion care and support for family caregivers.
- Focused on providing respite care to those diagnosed with Alzheimer's disease and dementia.

WORK EXPERIENCE

Health Aide, Private Care, Woodstock, VA, 2010-2012

- Administered medications, aided in activities of daily living, cooked, and cleaned
- Documented patient notes, utilized various monitoring equipment

Customer Service Representative, CVS, Winchester, VA, 2009-2010

- Handled front counter customer service independently and provided efficient and courteous customer service.
- Operated computerized register system as well as inventory and pricing systems.

VOLUNTEER EXPERIENCE

Secretary, STEM Club, Lord Fairfax Community College, 2011-2013

- Scheduled meetings and planned weekly TED talk events related to health and science careers.
- Promoted events and increased student attendance by 10 percent.

COVER LETTER - HEALTH PROFESSIONS

Lady Fairfax

173 Skirmisher Lane, Middletown, VA 22645

540-868-7110 careerservices@lfcc.edu

February 28, 2014

Human Resource Manager
Winchester Medical Center
2014 Valley Health
P.O. Box 3340
Winchester, VA 22604

Dear Human Resource Manager,

Please accept the enclosed resume as application for the position of RN 1 as advertised on the Valley Health web site. I am a recent graduate of Lord Fairfax Community College, have passed my nursing boards and am anxious to put my skills to work.

In addition to my two years of experience as a certified nurse's aide I have 180 hours of clinical experience, with 135 of those hours in acute adult health at Warren Memorial Hospital. Working with a variety of patients has afforded me the opportunity to master IV therapy protocols and work with medical surgical patients and attend to their needs. I have a significant comfort level with computerized patient care plans and documentation of care procedures. During that time I had a review of "outstanding" from my nurse preceptor, especially in the areas of direct patient care. She often commented that I carried out my duties in a calm, caring and efficient manner.

After you have reviewed my application, resume and cover letter please let me know if I may provide any clarification or further documentation of my experiences. I would appreciate the opportunity to meet with you to share my passion for nursing and to talk to you about becoming part of the Winchester Medical Center Team. I may be reached at 58-868-7110 and I look forward to hearing from you.

Sincerely,

Lady Fairfax

enclosure

Lady Fairfax

173 Skirmisher Lane, Middletown, VA 22645

540-868-7110 careerservices@lfcc.edu

References

Ms. Jane Doe
Floor Charge Nurse/Nurse Preceptor
Warren Memorial Hospital
100 North Shenandoah Avenue
Front Royal, VA 22630
555-555-5555
jdoe@gmail.com

Ms. Alice Smith
Nursing Professor
Lord Fairfax Community College
173 Skirmisher Lane
Middletown, VA 22645
540-868-0000
asmith@lfcc.edu

Mr. Ronald Johnson
Home Health Aide Supervisor
123 Woodstock Avenue
Woodstock, VA 22664
rjohnson@gmail.com