EMORY | NELL HODGSON WOODRUFF SCHOOL OF NURSING
Nursing Resume Checklist

✓	Sending/Submitting to Applications	Notes
	File is saved with a simple file name	Ex. Resume_Last,First
	File submitted as a pdf	This preserves the formatting
✓	**Formatting**	**Notes**
	Resume was created from a blank document and not a template	Templates are easily recognized by recruiters and often have formatting issues
	Resume is black and white and has no other colors	Color and pictures take away from your experience here so we only use "creative" resumes for art or marketing students
	Resume can be 2 pages max in length	A CV, which is different and used for academics/research mostly, has no page limit
	Margins are between 0.5" and 1"	Make sure left/right are the same and top/bottom are the same
	Font Size is between 10pt and 12pt	Section headers should be slightly larger, and everything in the section should be the same size
	Font Style is simple and not informal or too swirly	I recommend Times New roman, Arial, Calibri, Garamond, Georgia, or Helvetica
	Spacing is created in the Layout tab, not by pressing enter	12pt between sections, 6pt between degrees/experiences, 3pt between certifications/skills/awards
	Tab Stops are used to push City, ST and dates to the right side	Microsoft/Windows (Microsoft article on tab stops) Apple/Mac (Microsoft article on tab stops)
	Organization is listed first with City, ST on the same line	This should be in bold
	Position title and dates should be on the next line	This should not be in bold or italics
	Formatting should be consistent throughout your document	This creates cohesion and makes reading it easier
	Education section should be first followed by Clinical Experience and Certifications	If you write a Professional Summary/Profile Statement then that comes first
	No spelling or grammar issues	Always spell check your resume
	Picture/Headshot is not on resume	This opens you up to potential discrimination and we want to avoid any chance of that
✓	**Bullet Points**	**Notes**
	Only listed relevant skills/experiences/accomplishments - resume is an overview	If you were a barista, don't tell me about making coffee - do tell me about customer service, collaboration, and prioritizing
	Personal pronouns are not used	Remember the lens in which the resume will be read through
	An action verb is used to start each bullet point, but is not used to start more than one bullet point	For example, you use the word Assisted to start more than one bullet point it looks like you just assisted a lot
	Every bullet point is only one sentence, not longer than 2 lines long, and does not end with a period	A bullet point is supposed to be a single thought/experience/accomplishment
	Every bullet point is active and not passive	Do not use "responsibilities included" for bullet points
	Talked about what you did, not anyone else	They're not trying to hire your group or organization, they are trying to hire you, so only talk about yourself and brag
	Bullet points are specific and not vague	Telling us that you managed the front desk does not tell me what you did so tell us exactly what you did
	You gave plenty of information in the bullet point to describe what you did, why you did it, or how you did it	Ask yourself: What did you do? Why did you do it? How did you do it? Can you add more?
	Quantified everything you could (ex. age range, amount of people, bed numbers, etc.)	Go against the APA and use numerical digits for any numbers because it draws attention
	Action verbs are in the correct verb tense	If you are no longer in a position use past tense and present tense for current positions
	Bullet points are similar in number/length	For example, don't use up half a page with bullet points for one position and then only list 1 bullet point for another
✓	**Resume Header**	**Notes**
	Listed full name	Should be the biggest item on your resume
	Used a personal email address that is professional	Not your Emory email address
	Listed phone number	Make sure your voicemail is clear
	Listed LinkedIn URL	Customize URL on LinkedIn and update profile
	Did NOT list address or location	Protect your privacy
✓	**Professional Summary/Profile Statement**	**Notes**
	Personal pronouns are not used	Remember the lens in which the resume will be read through
	Did NOT write an objective statement	Objective statements are no longer used and are redundant, we no you are applying for the position
	Summary/Statement is 2-3 lines in length	We don't want this to be too long so that it takes up too much space
	Did NOT regurgitate what is in resume, and utilized adjectives to describe self and experience	You can find keywords/buzzwords on the website/job description of the organization you are applying to
	Gives a sense of who you are as a professionla nurse	Think about unique experiences and skills
	Did NOT mention the position, unit, or organization applying to	You don't want to accidentally submit this to another hospital and forget to change this

✓	Education	Notes
	Formatting is consistent with other sections	Same stuff listed first, same spacing, same font style, etc.
	Listed only schools where degrees were earned	Don't list pre-requisites or a school you transferred from
	Listed schools/degrees in reverse chronological order	Most recent first
	Listed GPA (optional)	You can list if above a 3.5, but if you list it for one degree then you should list it for all
	Spelled out the entire schools name	Ex. Emory University | Nell Hodgson Woodruff School of Nursing
	Listed the City, ST the university is in	Push this over to the right side using a Tab Stop (referenced above)
	Spelled out the full name of the degree	Ex. Master of Nursing or Doctorate of Nursing Practice
	Listed the graduation month and year; did NOT list expected/anticipated	Push this over to the right side using a Tab Stop (referenced above)
	Listed organizations, study abroad, etc. in a bullet point below the degree this applies to (optional)	If you held a position then you should create a Professional Organization section and list that position there so you can tell us more
	Listed Dean's List in a bullet point below the degree	Make sure to also list the semester and year you earned it
	Degrees separated by 6pt of space	Using spacing feature in Layout tab of Microsoft Office

✓	Clinical Experience	Notes
	Formatting is consistent with other sections	Same stuff listed first, same spacing, same font style, etc.
	Did not use any bullet points in this section	These bullet points would be redundant so we don't use them
	Listed the hospital/clinic/organization the rotation was at	Ex. Emory University Hospital *(never list it as Emory Main)*
	Listed the City, ST that the organization is in	Push this over to the right side using a Tab Stop (referenced above)
	Listed the focus of the rotation and/or unit plus the amount of hours completed	Ex. Maternity (60 hours)
	Listed the semester you completed/will complete the rotation	Ex. Fall 2021 - then push this over to the right side using a Tab Stop (referenced above)
	Did NOT list simulation	Only list the clinical rotations
	With 1+ year of RN experience, BSN/ABSN/MN clinical experience is removed from resume	Your RN experience outweighs this, after a year of experience your clincals come off of your resume
	Listed BSN Clinical Experience and MSN/DNP Clinical Experience in separate sections if entering MSN/DNP program without RN experience	This helps to combat the lack of RN experience
	Clinical Experiences separated by 6pt of space	Using spacing feature in Layout tab of Microsoft Office

✓	Certifications & Licensure	Notes
	Listed Basic Life Support certification	Spell it out and list the date it expires (Ex. *expires* Month Year)
	Listed the licensure expected to receive after graduation and passing exams	List it as expected (Ex. *expected* Month Year)
	Listed license number and state that a license is held in	Also list the date it expires
	Listed any other relevant licenses or certifications	Ex. ACLS, PALS, etc.
	Listed expiration date for any certifications or licenses that expire	If it does not expires, lets remain consistent and list the date acquired or obtained (you can list CNA license as expired until you receive RN license)
	Listed certification/licensure in order of relevance	Most relevant first (Ex. RN, BLS, then all others)
	Certifications/Licensure separated by 6pt of space	Using spacing feature in Layout tab of Microsoft Office

✓	Experience Sections	Notes
	Formatting is consistent with other sections	Same stuff listed first, same spacing, same font style, etc.
	Organization's name is full spelled out	Ex. Grady Memorial Hospital
	Listed the City, ST the organization is in	Push this over to the right side using a Tab Stop (referenced above)
	Spelled out the position title	If this is a volunteer position without an official title, then the title is Volunteer
	Listed the date range for the position	Push this over to the right side using a Tab Stop (referenced above)
	Listed entire date range	Always list as Month Year - Month Year, never Month - Month Year
	Used bullet points to describe what you did at this organization	Only list what is relevant and stick to the guidelines above about bullet points
	Listed jobs in reverse chronological order by start date	Your most recent job will be listed first
	Consistent with either abbreviating or spelling out months	If you abbreviated in one section, abbreviate all months (Ex. Jan. 2020)
	Experiences separated by 6pt of space	Using spacing feature in Layout tab of Microsoft Office

✓	Skills	Notes
	Did NOT list soft skills	Ex. Leadership, communication, critical thinking, etc.
	Did NOT list nursing skills	Ex. IV insertion, medication dispensing, etc.
	Listed languages if more than just English is known	List with 1 of 4 skill levels (Native, Advanced, Intermediate, Beginner). Ex. **Languages:** Spanish (beginner), French (advanced), English (native)
	Listed charting software used in clinical rotations or in other experiences	List with 1 of 3 skills levels (Advanced, Intermediate, Beginner) - Ex. **Charting Software:** Epic (intermediate), PowerChart (beginner)
	Did NOT list Microsoft Office	Since you went to college recently, it is assumed that you have some proficiency with Microsoft Office
	Listed in order of relevance	Most relevant first
	Skillsets separated by 3pt of space	Using spacing feature in Layout tab of Microsoft Office

✓	Final Thoughts	Notes
	Did NOT list references on your resume	If they need it, they will ask for it
	Made sure to check off as many items on this list as possible before making an appointment to meet with Career Services	**To make an appointment on Handshake go to https://emory.joinhandshake.com/ and click on Career Center.**