



LANDING YOUR FIRST NURSE JOB – THE NEW GRAD RESUME

YOU SURVIVED NURSING SCHOOL! CONGRATULATIONS! NOW IT'S TIME TO APPLY FOR JOBS.

YOUR RESUME WILL BE YOUR TICKET IN!



My name is Sarah, and I own **New Thing Nurse**, an academic and professional services company for the nursing community. I have seen a lot of ugly nursing resumes. Some are too wordy. Others are too long (7+ pages is NOT ok). Many don't have enough information. I've seen resumes without a person's contact info or any school information listed. ****INSERT SCREAMING EMOJI FACE HERE**** Below are my **Top 5 Tips** to keep your new grad nurse resume comprehensive, eye-catching and concise!

THE NEW THING NURSE NEW GRAD RESUME TOP 5 TIPS

1. MAKE SURE THEY KNOW WHO YOU ARE & HOW TO CONTACT YOU.

- Always include your full name & credentials at the top of your document in **BIG, BOLD FONT**. You want the person reviewing your document to know exactly who you are & what credentials you hold.
EX: **Jane Smith, BSN, RN, CPEN, ABCDEF**
- Haven't graduated yet? No problem! You can put your name and then your anticipated degree with a small "c" beside it to let potential employers know that you are a BSN Candidate.
EX: **Jane Smith, BSNc**
- **NEVER** put degree or license credentials that you have not achieved yet on your resume! This is considered fraudulent representation. **DO NOT DO IT.**
- Add "RN" only after you have passed the NCLEX.
EX: **Jane Smith, BSN, RN**
- Make sure that your phone number, email & mailing address are current & at the **TOP** of the page under your name.
- They can't make you a job offer if they can't get a hold of you!

2. USE A PROFESSIONAL SUMMARY.

- The professional summary is located just under your name & contact info at the top of the page. This is a paragraph that is an introduction to what kind of employee you are going to be for a potential employer.
- Use this as an opportunity to highlight your experience. Make it **STRONG**. Make it **CONVINCING**. This is frequently the main piece of the resume that an employer will read. Make it **COUNT**.
- EX: New Grad Registered Nurse who recently completed the BSN program at State University in Somewhere, State. Experienced patient care provider who has worked as a CNA for Medical Company Name. Passionate patient advocate who wants to be the next stand-out member of your nursing unit.

3. KEEP IT CONCISE.

- Keep your resume to **TWO PAGES OR LESS**.
- You are a new nurse, so you might not have a lot to put on your resume. That is OK! Hospital leaders and HR are only interested in your nursing school and healthcare experiences. Don't feel the need to put in a lot of filler just to take up space.
- List experiences starting with the **MOST RECENT** to **LEAST RECENT**.
- 2019 Volunteered with Medical Organization
- 2016 – 2018 Worked as CNA for Medical Company
- 2015 Volunteer for Medical Volunteer Trip to other Country
- Make sure to include your academic clinical rotations (include name of rotation, facility name/location, & # of completed clinical hours), any preceptorships or special Capstone projects, any healthcare professional or volunteer experiences. However, keep your resume to 1-2 pages total.

4. MAKE IT NEAT & PRETTY.

- Use easy to read fonts & don't clutter your resume with too many words or graphics. The average reviewer looks at your document for less than 30 seconds. If your document is too busy, you can be sure that they will skip right over to the next applicant.
- Triple check for typos & misspellings. Get a 2nd set of eyes to look over your resume before submitting it.
- Color is totally acceptable, but do not take this moment to use the entire rainbow. This is a professional document that needs to be eye-catching, but not eye-punching. I always recommend color-schemes with 2-3 colors maximum in a pleasant palette.

5. MAKE SURE THAT YOUR INFO IS CURRENT & CORRECT.

- Ensure that all the information provided is up-to-date & correctly listed.
- Avoid leaving time gaps in your professional or academic experience.
- Do not list things out of order.
- Ensure that your educational info is correct.
- List all **CURRENT** certifications (EX: BLS, ACLS) or RN licenses (EX: State License #111111) that you have gotten but again, do not list any certifications or RN licenses that you have not received yet.
- Make it as easy for the reader of your resume as possible to get the most accurate information about you through a quick glance over your resume.

IF YOU FOLLOW THESE TIPS, IT IS HARD TO GO WRONG.



HAVE MORE QUESTIONS? NEVER BE AFRAID TO SEEK OUT MORE ADVICE. NEW THING NURSE IS ALWAYS AVAILABLE TO HELP WITH ALL OF YOUR RESUME PREPARATION NEEDS!

**HAPPY JOB HUNTING!
- SARAH @ NEW THING NURSE**

This content is owned by Sarah K Wells/[NEW THING NURSE](#) and is shared with you in partnership with ENA