



Writing An Effective Resume

Overview:

Most recruiters or employers spend only a few minutes assessing your resume. When writing or reviewing it, always look at it from their point of view. What do they want to see? What is irrelevant to them? What will develop interest and excitement about you as a potential candidate?

Reviewers often use resumes to screen people "out" rather than "in." The first person looking at your resume for a specific job is not likely to be the one doing an interview and may only be working off a criteria checklist.

Length: Keep it to two pages maximum, according to most recruiters. Any longer and you risk losing your audience.

Language and style: Use clear, concise terms with active words that emphasize your strengths (e.g. accomplished, created, enhanced, launched, negotiated). Opt for brief points or bullets rather than a narrative style. Avoid initials and jargon.

Content: Don't write a novel. Be factual and succinct, and aim to encourage further interest in your application or an in-person meeting. Be specific, using numbers or percentages to illustrate achievements. Your resume should tell prospective employers everything that might interest them without wasting their time.

Editing: Proof read for typos, spelling and grammatical errors and then ask someone else to double-check your document for you. People do notice mistakes, to the detriment of your application.

Formatting: Use a clear, legible format on good quality plain paper. Only use colored paper, borders or design effects if you work in a creative field. Keep plenty of white space – don't attempt to cram extra info onto the page.

Resume Instructions:

NAME, Professional Designations
Street address
City, state, zip
home (000) 000-0000; work (000) 000-0000
e-mail address

CAREER SUMMARY

In one paragraph, summarize your career, years of experience, areas of experience, work related traits, and skills, (i.e. Successful in program development or Team-Building, etc.). Include your career goals or the type of position you are seeking.

EMPLOYMENT HISTORY

*Put employers in reverse chronological order (current or most recent first).

CURRENT EMPLOYER, city, state (dates position held with employer)
Title **19x4 - Present**

Summarize **the position** and your **responsibilities** descriptively, but briefly. For example, "Leadership role ... for a 36-bed in-patient unit...supervising 85 FTEs and a 4.5M budget..." *Always state the size of facility and your department(s), and the responsibilities of each position you held.*

Accomplishments:

- List your key achievements or accomplishments in this position such as, an increase of unit census, volumes, a decrease in length of stay, unit cost savings, development of a new program, or new policies and procedures implemented.

*Note: If you held more than one position at the same employer, then list positions in reverse chronological order with the most recent first (see employer below). Note the dates the position(s) was/were held, and title changes. Include a description/summary of job responsibilities under each title and/or position held.

PREVIOUS EMPLOYER, city, state (dates held with employer)
Title **19x1 - 19x4**
(dates position held)
19x2 - 19x4

Summarize position and your responsibilities descriptively, but briefly. For example, "Responsible for recruitment, budget compliance, and day-to-day operations of three hospital departments..." etc. Always include specific responsibilities you had in each position you held.

Accomplishments:

- List your key achievements or accomplishments in this position such as, an increase in staff retention rates, or revenue increases.

Title (dates position held)
19x1 - 19x2

Summarize position and your responsibilities descriptively, but briefly. For example, "Reporting to the Nursing VP, directed a 20-bed Medical ICU, and a 20-bed CCU consisting of 80 FTEs with two Nurse Managers reporting..." Always include the

number of FTEs and the budget size of each department in which you had a leadership role.

Accomplishments:

- List your key achievements or accomplishments in this position. If you designed or opened a new unit, describe in detail.

EDUCATION AND PROFESSIONAL DEVELOPMENT

*List all degrees in reverse chronological order of receipt (most recent-first).

Most Recent Educational Institution, city, state

Type of degree and major (i.e. Masters degree)

graduation date

Previous Education Institution, city, state

Type of degree and major (i.e. Bachelor degree)

graduation date

Previous Education Institution, city, state

Type of degree and major (i.e. Associates degree)

graduation date

PROFESSIONAL ACCOMPLISHMENTS

* List all professional accomplishments that go beyond the normal job requirements.

- Key professional accomplishments: publications, research, presentations, lectures, courses, seminars etc. Include relevant dates.

PROFESSIONAL ORGANIZATIONS

*List Associations you are a member of, and positions held within those associations when applicable, and include related dates.

CERTIFICATIONS

List all Licensures and specialty Certifications

List all active licenses

HONORS

List all Honors received, Honorary memberships, and relevant dates

COMMUNITY SERVICE

*List community organizations or groups in which you are involved to show your level of community involvement, and relevant dates.

References Available Upon Request
(Never list the names of your references on your resume.)

*NOTE: Use a larger than normal font if you are going to fax your resume. Faxing causes the font to shrink, which makes your document harder to read.