



RESUME TIPS

The objective of your resume is to get an interview. It must be clear, concise, informative and visually attractive to the reader. Resumes are used to exclude candidates. Do not let yours exclude you.

Do not provide references, reasons for leaving a previous position or salary information on your resume. (A good recruiter will do reference checks and negotiate an appropriate salary for you.) Also, do not supply false or personal information.

Strive to limit length to two or three pages, but do not make it so short that you exclude vital information. Do not think that a resume can only be one page. It would be nearly impossible to reduce your 10+ years in nursing to one sheet. Avoid using fonts smaller than 10.

Email a copy of your resume and references (on a separate sheet) to **Key Nurse Leaders**. (We will not forward your resume to a potential employer without your permission.)

Print five copies of your resume and reference list on high quality resume paper for taking to interviews. Ivory, white or gray paper with or without slight flecks is ideal.

DO INCLUDE

Contact Information: Include home and cell phone, mailing address (please no PO Box) and email contact information. In addition, make sure your voicemail message is professional. A message that is too casual can create a negative impression.

Career Objective: You may choose to list or not list your career objective. If your objective doesn't match the recruiter's needs, you may miss out on a golden opportunity. However, a clearly stated career objective can help your recruiter find your ideal career match.

Summary Statement: Your summary should be brief.

- Include your title and years of experience
- List pertinent skills
- Discuss your character traits or work style

Example: Goal-directed, results-oriented professional with a strong medical background and education. Skilled communicator, persuasive and adaptable. Self-motivated with high energy, initiative and focus. Keen insight into needs and views of others—able to listen and identify issues or problem areas and form innovative solutions. Professional, personable, and articulate in presentation. Public speaking for fund raising events.

Professional Experience: List each position held in reverse chronological order, dating back at least ten years. If you held multiple positions within the same hospital, list them all to show advancement and growth. The body of each position description should describe your responsibilities and accomplishments.

Your areas of expertise:

- Quality Patient Care
- Budgeting / Operations
- Strategic Planning
- Program Development

- Renovations / Building Projects
- Regulatory Compliance
- Physician Relations
- Nursing Model Transitions
- Mother/Baby Couplet Care
- LDR/LDRP

Other Components: Include education, professional training, affiliations/appointments, licenses, technical skills, and languages.

Personal Information: Personal information such as marital status or religious affiliation is not necessary.

Action Words: Built, doubled, tripled, achieved, expanded, reduced, increased, directed, served, generated, established, consolidated, created, transformed, saved, designed, developed, conducted, initiated, maintained, improved, worked, wrote, invested, created, redesigned.

Remember, potential employers want to see what you have done in the past, which will allow you to help them in the future. Do not merely list your past jobs and responsibilities. Tell them what you accomplished, including concrete results of your actions.

See our **Sample Resume** for more useful information

For additional information and advice on preparing your resume
contact the Key Nurse Leaders Recruitment Team
800-729-6674
www.keynurseleaders.com