

Resume Writing Tips

Resume Dos

Be sure to include your name, contact information, and objective statement.

Be sure to include education and clinical rotations.

List work experience for last 7 years (including retail/or non-nursing experience).

Try to keep resume to one page, two pages fine if necessary.

Print resume on a neutral color paper, i.e., white, ivory, taupe.

Emphasize skills, knowledge and ability to do job.

Try to customize resume to job.

Use powerful verbs to describe work skills.

Proofread, proofread, proofread.

Include experience feasible for job which you are applying for.

Be sure to include extracurricular activities, volunteer work, memberships, and associations.

Be prepared to provide at least three references if necessary.

Resume Don'ts

Do not attach a picture of yourself to the resume.

Do not include your birth date, social security number or driver's license number on your resume.

Do not handwrite or type resume on typewriter, use a computer.

Do not add salary information on your resume.