RESUME
N242

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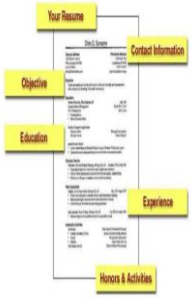

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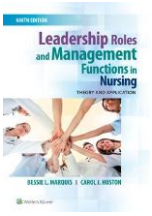
Objectives

- Utilize the decision making as it applies to career planning
- Identify the characteristics of a good resume
- Discuss the format and content of a resume
- Introduce the content of a cover letter
- Identify proper interview etiquette

Required Reading

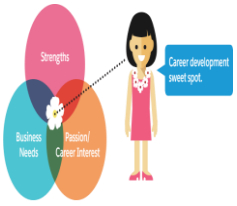
Marquis & Huston 9th ed.

Chapter 11: 270-272,
283-289
Chapter 15: 381, 384-385,
388-390



Career Development

- A lifelong process involving both the individual and the environment in which he or she lives.
- Accomplished through:
  - Self and work environment assessment
  - Job analysis
  - Education
  - Training
  - Job search and acquisition
  - Work experience

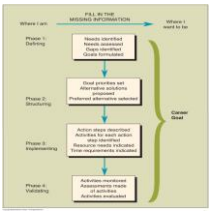


Justifications

- Reduces employee attrition
- Provides equal employment opportunity
- Improves the use of personnel
- Improves the quality of work life
- Improves competitiveness of the organization
- Avoids obsolescence and builds new skills
- Promotes evidence-based practice

Career Planning

Includes evaluating one's strengths and weaknesses, setting goals, examining career opportunities, preparing for potential opportunities, and using appropriate developmental activities



Responsibilities

Career Planning (Individual)

- Self-assess interests, skills, strengths, with weaknesses, and values
- Determine goals
- Assess the organization for opportunities
- Assess opportunities outside
- Develop strategies
- Implement plans
- Evaluate plans
- Reassess and make new plans as necessary

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Nursing Portfolio

All nurses should maintain a portfolio to reflect their professional growth over their career.

Resume vs CV

- Resume is a one-few pages document and usually includes a cover letter.
- Curriculum Vitae: The CV covers your education as well as any other accomplishments like publications, awards, honours etc. and it is organized chronologically.

Resumé

- Typed on good paper in a format that is easy to read.
- Maximize strong points and minimize weaknesses.
- Good grammar, correct punctuation, proper sentence structure, and simple, direct language.
- A cover letter should be included.

Purpose

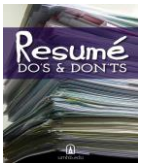
- A key selling tool that you develop to get your foot in the door
- A statement of facts, accomplishments, education, skills, work history, and experience
- A screening tool used by employers

Format

- Simple, clean, concise
- 1-2, no more than 3 pages (most important info on first page)
- 8.5” × 11” margins
- High quality bond paper-white or off-white
- Font: Times New Roman, Garamond, 10-12 pt
- Contact info on each page: Name, address, contact numbers, email address etc.
- Bold or italicized headings (not both)
- Short bulleted statements
- Minimal use of graphics, e.g. lines

Don’ts

- Fancy/colored paper, pictures or logos
- Fancy, colored, multiple fonts
- Staples, folds
- No page numbers
- Crowd with excessive language
- Lie or exaggerate
- Spelling grammar errors
- Personal interests that are nor relevant to the job



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Resume Content Breakdown

- Opening statement
- Licensure & certifications
- Educational history
- Work or professional experience
- Academic & professional achievements
- Awards & honors
- Volunteer/community/extra-curricular activities
- Professional organizational membership
- References

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Cover Letter

- Include a positive statement about the facility
- Use language that appears in the facilities mission or vision statement or value list
- Business letter format
- Name/title of person, company, address
- State the job position
- Do not repeat what is in the resume
- Your contact information
- Legible signature
- Black ink

Interview

- A verbal interaction between individuals for a particular purpose
- The most common method for employee selection
- The most time-consuming and thus one of the most costly selection tools.

Purpose

- The interviewer seeks to obtain enough information to determine the applicant's suitability for the available position.
- The applicant seeks to obtain adequate information to make an intelligent decision about accepting the job, should it be offered.

Unacceptable Interview Inquiries

- Age
- Marital status
- Children
- Race
- Sexual preference
- Financial or credit status
- National origin
- Religion
- Refer p# 389 Table 15.1

Tips for the Applicant Prior to the Interview

- Do your homework
- Practice the interview
- Be prompt on the day of the interview
- Look your best for the interview.

Tips for the Applicant During the Interview

The goal is to make a good first impression!

- Be on time
- Smile, shake hands, and maintain eye contact
- Stand until the interviewer invites you to sit
- Place personal belongings beside you on the floor
- Do not slouch or fidget
- Do not chew gum or smoke cigarettes
- Bring a paper and pencil to make notes
- Answer the questions with confidence

Practice Interview Questions

- Why do you want this job?
- What is your philosophy of nursing?
- What strengths and weaknesses do you bring to this job?
- Why should we hire you? Why us?
- What is your 20-year career plan?
- Can you define professionalism in nursing practice?
- What do you know about our organization?

Common Job Interview Mistakes of Applicants

- Arriving so early you appear overanxious
- Saying too much
- Wearing a coat/hat during the interview
- Wearing psychologically intimidating colors or patterns
- Sitting down before the interviewer does or addressing the interviewer by his or her first name
- Asking about salary, vacation, or promotions too early in the interview

Common Job Interview Mistakes of Applicants—(cont.)

- Bad-mouthing or revealing confidential information about a former or current employer
- Not having questions
- Overstating your accomplishments
- Having a "what can you do for me?" attitude
- Being vague, rambling, or evasive, all of which show poor communication skills
- Lacking clear direction regarding what you want in your career
- Showing apathy or lack of motivation

After the Interview

- Send a thank-you note to the interviewer.
- Personally critique the interview experience.
- If offered the job, send a formal letter accepting or rejecting the job.

References

- Marquis, B. & Huston, C. (2017). *Leadership roles and management functions in nursing: Theory and application* (9th ed.). Philadelphia: Lippincott, Williams & Wilkins