

Your resume and cover letter are your introduction to an employer. They are the first thing an employer will know about you. If they don't present you in a way that invites a personal interview, they will likely be the only thing that the employer will ever know about you.

A SUCCESSFUL RESUME IS:

- VISUALLY APPEALING WITH A NICE BALANCE OF WHITE SPACE AND PRINT
- TYPED IN AN EASY TO READ FONT STYLE AND TYPE SIZE
- ONE PAGE LONG OR - FOR THE MORE EXPERIENCED - TWO PAGES LONG
- LISTS EDUCATION AND WORK EXPERIENCE IN REVERSE CHRONOLOGICAL ORDER – **MOST RECENT FIRST!**
- GRAMMATICALLY CORRECT, FREE OF SPELLING ERRORS, MIXED TENSES, CONTRACTIONS & ACRONYMS
- WRITTEN TO HIGHLIGHT SKILLS AND ACCOMPLISHMENTS USING ACTION WORDS
- WRITTEN TO TARGET THE POSITION BEING SOUGHT

EDUCATION

New graduates typically place the education section under your contact information. (Resumes of more experienced applicants may often place the education section at the bottom of a resume.) List your degrees and/or certificates giving the dates you received them as well as the names and locations of the schools you attended. List in reverse chronological order and date each entry. High school education is rarely listed on the resume of a college graduate. (Unless the high school program directly relates to your current goal.)

HONORS/AWARDS

The honors/awards section may be placed under education if it is strong. Otherwise, it can be an optional section near the end of the resume. Be sure to name the granting institution, correct title of award and date it was received.

For example: Foxwood Healthcare Center, Employee of the Year Award, October 2016
Trocaire College, Nurse of Distinction Award, March 2015

CERTIFICATIONS or LICENSURE

This section lists the license or certification you will be taking or have taken. Certifications you have received through schools, agencies, current or past employers are also added in this section.

If you are submitting a resume *before* licensure or certification:

NYCLEX or (NYCLEX-PN or ARRT) to be taken February, 2017

If you are submitting a resume *after* licensure:

New York State Licensed (Registered Nurse or Practical Nurse), February, 2017

CLINICAL EXPERIENCE or INTERNSHIP EXPERIENCE

This section should precede your work experience. It is particularly important if your work experience is unrelated to your current goal. (However, even if your previous work experience is unrelated there are many skills and accomplishments that relate to the attributes that employers look for.)

You may bullet the names of the institutions or employers and the department in which you did your clinical or internship.

WORK EXPERIENCE

You may list your job title first, then the name of the employer and dates of employment. Provide a bulleted list or brief description for each job which highlights your responsibilities using action words. Include accomplishments earned at each job.

If your career history lacks continuity, you may want to use years instead of months when listing employment dates. Honesty is the best policy. List your job dates accurately and then be prepared to answer any questions about the gaps in employment history during an interview.

OPTIONAL SECTIONS

SKILLS, VOLUNTEER EXPERIENCE, ACTIVITIES, MEMBERSHIPS and LANGUAGES are all optional sections.

A skills section is valuable to highlight skills you want to make sure an employer knows you possess. Think about why an employer should hire you and what value you bring to the workplace.

A volunteer experience or activities/memberships section is appropriate for candidates who are able to include participation in college activities or community organizations. Be sure to include any leadership roles.

REFERENCES

References are very important in any profession but particularly in the health care field. Names, titles and contact information for references are never included on a resume.

In the case of a Trocaire College graduate, it is of utmost importance to establish your reference file **before** you graduate. Having the references readily available when you need them or an employer requests them speeds the hiring process.

References should only be given at the request of an employer. They should not be sent with initial resume submittals. You may, however, take your references with you to an interview and present them if requested.

UPLOADING RESUMES TO ONLINE APPLICATIONS

It is best to create a pdf document to retain the formatting of your resume. If that is not an option and you can only copy and paste your resume to an online application, then the employer isn't concerned about formatting. Be sure to complete any applications as requested by the prospective employers; do not just write in "see resume" unless the instructions indicate for you to do so.