

TIPS

Resumes

Prioritize the contents - important 1st

Proofread and then have others proofread

Use action words

Font should be clear
Arial, Times New Roman or Courier- no smaller than 10

Use symbols %, \$ and # they stand out and take up less space.

Leave some white space

Be consistent in formatting

Cover Letters

Highlight accomplishments

Do not repeat your resume

Use the terminology found in the job advertisement

Customize for the job you are applying for

Proofread and then have others proofread

Keep it to one page

Interview

Firm handshake and clearly introduce yourself

Have questions prepared for the interviewer

Do your homework about the company and position

Do not be late

Dress appropriately

Send a thank you letter after the interview

Resume, Cover Letter & Interview Guide

G H S O N L i b r a r y

U p d a t e 1 1 / 1 8 / 2 0 0 9

Books in the SON Library

- Dahlstrom, H. (2006). *The job hunting handbook*. Holliston, MA: Dahlstrom & Company, Inc.
- Dunham, K. S., & Smith, S. J. (2005). *How to survive & maybe even love your life as a nurse*. Philadelphia: F. A. Davis Company. – WY 16 D917h 2005
- Kennedy, J. L. (2000). *Resumes for dummies* (3rd ed.). Foster City, CA: IDG Books Worldwide. W 21 K35r 2000
- Tysinger, J. W. (1999). *Resumes and personal statements for health professionals* (2nd ed.). Tucson, AZ: Galen Press, Inc. - W21 T994r 1999
- VGM Career Horizons. (1997). *Resumes for nursing careers*. Lincolnwood, IL: Author. – W 21 R436 1997
- Whitcomb, S. B. (2003). *Resume magic: Trade secrets of a professional resume writer*. Indianapolis, IN: JIST Publishing, Inc. – W 21 W581r 2003

Articles on Resume Writing & Interview Skills

- Critical Care Nurse. (2007, Feb.). Resume writing tips [Supplement]. *Critical Care Nurse: AACN Critical Care Careers 2007*. 27(1), 51-54, 57-58.
- Feery, B., & Tierney, C. M. (1997). Resumes: A recruiter's perspective. *Nursing Spectrum – Illinois Indiana Edition* 10(9), 14-16.
<http://nsweb.nursingspectrum.com/Articles/ResumesCF2004.htm>
- Gaddis, S. (2009) 10 tips for perfecting a nursing interview. *Maryland Nurse News and Journal*, 10(3), 18.
- Pierce, P. A., & Snyder, J. F. (2006). Resumes for health/fitness students and professionals. *ACSM Health & Fitness Journal*, 10(2), 19-27.

Websites on Resume Writing & Interview Skills

- Microsoft.com (2009). Interview Tips. Retrieved from
<http://msn.careerbuilder.com>
- Resume-Help.org. (2009). Resume writing tips. Retrieved from
http://www.resumehelp.org/resume_writing_tips.htm