



Writing your resume: Pre-Nursing students

This handout is a basic overview of the resume writing process and offers you samples and tips. Jennie Cisar Lawrence, the College of Nursing Career Advisor, offers appointments and workshops for reviewing resumes. Minimally, ask someone close to you, or your classmates, to look over your resume. Most people find that someone else's opinions help since the resume is such a personal document. There usually isn't a right or wrong resume. What matters most is that your unique talents and skills are best showcased.

The truth about resumes:

Most recruiters do one of two things when looking at resumes: 1. Scan the resume into a computer program and do a keyword search. 2. Scan the resume visually, spending about 10 seconds. Either way, the first look at the resume is not in depth. It has to be something that someone could look at quickly and garner quality information and it must be well thought out to incorporate some of the keywords for which the recruiter might look.

Structure/Format:

Minimally, resumes will have 3 sections. Most will have more. The basic 3 would be: contact information, education, and experience. Other optional sections you might choose could be: qualifications, objective, additional experience, skills, certifications, professional organizations, volunteer/community experience, and many more. Choose your section headings carefully since they immediately jump out at the reader. Pay attention to your format. There isn't a best format, although some are better than others. If you ever need to change something on your resume (which almost all people do), you'll be happier if you haven't used a template. Templates make changing sections and content difficult. The bottom line is that the format should be clean and organized; things should look consistent and line up well. Also, most pre-nursing students' resumes will only need to be one page.

Content:

Your resume's content is your time to shine. It's your time to briefly outline who you are, what you've done, and what you've learned. You can choose to use bullets or a paragraph format, just depends on your preference. Either way, you should follow the same format for descriptions*: verb, what you did, why it was important/what you learned/how you did it, etc. Whether it's a bullet or a phrase, content on a resume is not in complete sentence format. This is so the reader can get to the point as soon as possible. Remember- 10 seconds may be all you have! Also, you don't need to put anything about references on the resume. Those will go on a separate sheet of paper.

Additional Tips:

If you're sending your resume in, you'll want to print it on high quality resume paper. Neutral colors are best. Resume paper can be found at any bookstore or office supply store.

Remember:

Every resume will look different. Everyone has had different experiences that make them unique. There are a million ways to format and describe your experiences on a resume. Once you get something down on paper, come in for a resume review.

*See the handout called "Describing Your Experience on a Resume" for more detailed tips.

Nicholas PreNurse
Nurse.20071@osu.edu
614-999-9999

Present Address:

3200 Nursing Blvd
Columbus, OH 43210

Permanent Address:

30 Home Dr
Hometown, OH 43210

Education

The Ohio State University
Pre-Nursing Major
GPA: 3.5/4.0

Columbus, OH
June 2012

Experience

Riverside Hospital

Volunteer

Columbus, OH
June 2008-present

- See the document called "Describing Your Experience" for more information
- on how to write good descriptions
- ?

Muscular Dystrophy Association

Volunteer

Columbus, OH
August 2007-June 2008

- ?
- ?

Whetstone High School

Senior Class President

Columbus, OH
Sept. 2007-May 2008

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- ?

Cap City Diner

Server

Columbus, OH
Sept. 2006-May 2008

- ?
- ?

Additional Skills

- Trained in CPR
- Certified Lifeguard

Naomi PreNurse
Naominurse.1@osu.edu
614-888-8888

388 Campus Address Dr. #395, Columbus, OH 43210

Objective: Position as a volunteer at Grant Medical Center to gain more experience in a hospital and use my customer service skills.

Education

Pre-Nursing Major
The Ohio State University, Columbus, OH, June 2012

Health Care Experience

Volunteer
Mt. Carmel Hospital Maternity Unit, Columbus, OH, August 2008 - present

- ?
- ?
- ?

Volunteer
The Ohio State University Medical Center, Columbus, OH, January - June 2008

- ?
- ?
- ?

Work Experience

Cashier
Kroger, Worthington, OH, June 2005 - present

- ?
- ?

Additional Activities and Skills

- Habitat for Humanity Volunteer, September 2008 - present
- Delta Gamma Sorority, September 2008 - present
- Fluent in Spanish