

GRADUATE RESUMES

Nursing

Your ability to gain an interview for a graduate position hinges upon the quality of your written application.

This is your opportunity to demonstrate to a potential employer that you possess the necessary knowledge, skills and abilities for the position.

It is essential that you tailor your resume to the position, to increase the fit between you and the job.

Market Yourself

Your resume is a marketing tool. Determine what the employer is most interested in and what your best selling points are. Reflect on your past study and work experiences, extracting points which could help to sell yourself to an employer.

You must tailor your resume for **every** job application. Emphasise your strengths as they relate to each particular job and match your skills and abilities to the job you are applying for. Thoroughly research the organisation and the position to determine what the employer is looking for.

Headings

There are no set headings for a resume, although the following headings are commonly included. Decide what headings best promote you to a prospective employer. The order is dependent on your background, relevant experience and requirements of the job. List all dates and experiences in reverse chronological order.

PERSONAL DETAILS

- Name, address, phone and email.
- LinkedIn Profile – ensure your profile is up to date. Consider personalising your URL (see our LinkedIn information sheet)
- Nationality is optional.
- Date of birth, marital/parental status and health are **not required**.

CAREER OBJECTIVE (Optional, 2-3 lines)

A Career Objective should only be added to your resume if it has been written to suit the position/organisation you are applying to.

EDUCATION

Tertiary and High school (only list high school if you are a recent school leaver and have relevant achievements to list).

MEMBERSHIPS

Include memberships of professional or industry bodies.

CLINICAL PLACEMENTS

Some employers require a copy of your Clinical Placement Report, others don't. If it is not required, use your resume as an opportunity to describe your responsibilities, achievements, range of patients treated, range of situations (remote, city etc.). Try to highlight different achievements or skills gained at each placement.

EMPLOYMENT HISTORY

Use bullet points to list your responsibilities and achievements for each role - tailor these to the position. Do not leave gaps in your resume. If you travelled or cared for a family member for 6 months list this.

REFEREES

Clinical Supervisor/Manager/Academic. Avoid personal referees. (Usually 2 to 3 people)

Optional Headings

Professional Development	Key Skills
Extra-Curricular Activities	Publications
Special Awards	Volunteering

Language

Use professional vocabulary, e.g. 'negotiated', rather than 'worked out'. Verbs/action points can highlight your skills. See the 'Action Verb' Information Sheet for more examples.

Do's

- Thoroughly research the organisation/position to determine what the employer is looking for
- Tailor it to the job description/organisation
- Be clear, concise and truthful
- Maximum 4 pages in length
- Use a simple layout with consistent font/bullets
- Use bullet points to list your employment history responsibilities/achievements

Don'ts

- Have spelling or grammatical errors
- Write jargon/slang
- Include photos or clipart
- Use borders or fancy fonts
- Write long paragraphs
- Include tables
- Copy a resume example - ensure the headings suit your own skills and experience. Each person's resume will be different.

Jane Smith

21 Calbar Place, Smithfield, QLD 4870

Phone: 0413579821

Email: jane.smith@my.jcu.edu.au

LinkedIn: <https://au.linkedin.com/in/janesmith>

CAREER OBJECTIVE *This is optional.*

EDUCATION

2015 – present

Bachelor of Nursing Science

James Cook University, Cairns, QLD

Expected completion date: November 2017

Relevant Achievements

- GPA: 5.7 (scale 1-7, 7 being highest)
- Relevant subjects/projects etc
-

2014

Year 12 Senior Certificate

Smithfield State High School, QLD

Achievements

- Social Justice Captain, active member of the Student Representative Council

PROFESSIONAL DEVELOPMENT

2017

Mental Health First Aid Course, James Cook University

2016

Midwives: Fit for the future Conference, ACM/Midplus

2016

XXXX

CLINICAL PLACEMENTS

2017

Pediatric Unit, Cairns Hospital, January – June (x weeks)

- Documented patient data including...
- Collaborated with other allied health staff to...
- Discussed treatment with...

Supervisor's Comment (**OPTIONAL**)

.....
..... Clinical Supervisor

2016

General Surgery Unit, Mareeba Hospital, January – June (x weeks)

- Performed a focused neurological assessment
- Managed and treated (x number)
- Provided nursing care to a client with a neurological disorder by...

Supervisor's Comment (**OPTIONAL**)

.....
..... Clinical Supervisor

2015

General Surgery Unit, Cairns Hospital, January – June (x weeks)

- Administered medications via oral, IV line/burette
- Monitored and administered medication and intravenous infusions.....
-

Tip – If you decide to add a **Career Objective**:

- Keep it short, keep it targeted.
- What value can you bring to the employer?
- Make sure it matches the role you are applying for.

Tip - Only include relevant information.

Think about highlights from your course/subjects/assignments which make you stand out.

High School is not mandatory. If you have recently completed High School and have achievements to list you may consider including it in your resume.

Tip – you may wish to have a

separate heading to include Relevant Nursing Skills which include day to day skills/tasks so that the points you list under each clinical placement are unique and specific to that placement. Consider the hospital you are applying to and which placements are most relevant to them – you may need to list more points under some placements than others.

Tip – Listing Supervisors comments is optional. **Some employers will require a copy of your placement reports, if not, consider outlining your report feedback with your placements.** How did you contribute to the clinic? How did you improve your skills? How did you manage different situations? Did you receive positive feedback?

PROFESSIONAL INVOLVEMENT/CERTIFICATIONS

- 2016 - 2017** Committee member of JCU Nursing Students Association
- 2016** First Aid Certificate (current)
- 2016** Blue Card (current)
- 2015** Regular attendee at local CPD events

COMMUNITY SERVICE

- 2016** **Pyjama Angel, Children's Ward, Cairns Hospital**
- Weekly reading with patients
- 2016** **Student Mentor, James Cook University**
- Supported first year Nursing students settle in and succeed in their transition into university
 - Trained in communication, mentoring and advocacy
- 2010 – 2016** **Relay for Life (annual breast cancer fundraising event)**
- Team leader and active fundraiser, team successfully raised over \$2000 each year

Tip – Don't underestimate the value of "**non degree-related employment**". You will have gained valuable skills – the key is to explain how these skills can be transferred to the role you are applying for.

EMPLOYMENT

- 2016 – 2017** **Assistant in Nursing, Cairns Hospital**
- Provided assistance to
 -
 -
- 2014 – 2015** **Team Leader**
The Coffee Club, Smithfield, QLD
- Coordinated and supervised a team of seven part-time, junior staff
 - Recruited and trained junior staff
 - Responded and sensitively handled complaints and feedback from customers
 - Ensured high levels of customer service and hygiene throughout the restaurant
- 2010 - 2013** **Retail Assistant**
Supercheap Pharmacy, Smithfield
- Responded to customer enquiries and complaints
 - Participated in product training to ensure correct recommendations
 - Awarded Employee of the Month for best team player

RELEVANT SKILLS

Communication	Well-developed communication skills gained from team projects at university and through Team Leader position at The Coffee Club
Interpersonal	Ability to work with distressed patients and family members using relaxation techniques developed through
Teamwork	Strong ability to work as part of a team, evidenced through.....

INTERESTS

- Member of Cairns Tigers Netball club
- Coach for the 'under 12s' netball team
- Keen traveller – backpacked through South America and Asia

Tip – Don't just list your skills – you need to relate them to your experience, knowledge or abilities.

REFEREES

XXXX
Nurse Unit Manager – Pediatric Unit
Cairns Hospital
Phone: XXXX
Email: XXXX

XXXX
Nurse Unit Manager
Mareeba Hospital
Phone: XXXX
Email: XXXX

Tip – Keep your referees informed – they need to know what you are applying for so that they are prepared when an employer contacts them to find out more about you.

This sample resume is intended as a GUIDE ONLY.

Each resume and application should be tailored to highlight your own experiences and background, as well as the position you are applying for.

NOTE: Material and information made available through this publication is intended to be used as a guide and to provide general information in summary form. It is solely your responsibility to evaluate and check the accuracy of the information provided.

Remember that you may need to:

- Change the order of headings
- Change the wording of the headings
- Leave out sections that are not relevant to you **or**
- Add new sections that are relevant to you

Employers may also state specifications for job applications, which you should **always** meet.

Specifications are not limited to, but can include:

- Length of the resume
- Content required
- Number and type of referees required
- Attachments, such as academic transcript

Resources include Bright, J., & Earl, J. & Winter, D. (2015). *How to Write a Brilliant CV*