

# What We're Looking for in a **RESUME**

Simple header with your name, phone number, and email address. Listing a street address is unnecessary.

● **Jane Smith, RN**  
(407) 726-2977  
janasmith@gmail.com

Optional: Three bullet point summary describing what makes a good fit for the position.

## ● **SUMMARY**

- Outstanding interpersonal and communication skills
- Hardworking and energetic; adapts to changing environments and schedules
- Personable with a positive attitude; interfaces well with patients, families and team members

Past seven years of work experience ordered chronologically, starting with your most recent position. Remember to include company names and dates of employment for each role

## ● **EXPERIENCE**

### **Registered Nurse, 2011-Present**

*Health Children's Hospital, Tampa, FL*

- Delivers family-centered care to critically ill children in a fast-paced, 55-bed, PCU with a diverse patient population
- Assesses changing needs of complex patients maintained on medical equipment, including noninvasive ventilators, advance airways, ventilators (conventional, VDR, oscillator, APOLLO), ICP, and EEG monitoring, arterial and central lines, and telemetry recording
- Communicates with other members of the interdisciplinary team to modify plan of care and implement interventions, including at daily bedside ICU rounds

### **RN Case Manager, 2005-2011**

*Green Valley Home Care, Green Valley, AZ*

- Collaborated with physicians to provide individualized medical services for patients in their homes
- Provided patient and family education regarding medical conditions, prescriptions, and treatments
- Performed nursing skills such as dressing changes, wound vac therapy, PICC line maintenance, lab draws, chemo take down, and IV therapy

Several bullet points highlighting your major accomplishments or responsibilities under each position

## ● **LEADERSHIP**

- Preceptor- Served as primary preceptor for experience RN hires to the PICU, as well as filling in as preceptor for multiple new graduate RNs and nurse externs
- Bereavement Committee - Active member for unit-based committee. Participated in initiatives to provide end-of-life care education to new PICU hires; provide outreach to bedside RNs who have lost a patient on their shift; and streamline current system of sending bereavement cards to patient families.

Optional: Relevant leadership roles or computer skills

## **COMPUTER SKILLS**

- Pyxis Med Station
- Epic Chart System

Education, current licensure and certifications

## ● **EDUCATION**

- B.S. Nursing, 2000  
Arizona State University, Tempe, AZ

## **LICENSURE & CERTIFICATIONS**

- Registered Nurse, PA RN978965, exp. 10/2019
- Pediatric Advanced Life Support, exp. 12/21
- Basic Life Support, exp. 07/20

### **What to Leave Off**

- Objective statement
- Unrelated work experience
- Reference or "references available upon request"
- Hobbies, interests, and clubs

# How to Prepare For Your **INTERVIEW**

- 1 Be prepared to answer questions about how your personal calling aligns with our mission to extend the healing ministry of Christ through whole-person care.
- 2 Consider the strengths you bring to this position and how your past experiences have helped prepare you for this role. If you do not have experience in the area you are interviewing for, be ready to explain why you are interested in the position/unit, and the skills you possess that will help you succeed in this new role.
- 3 Be prepared to answer challenging questions and provide situational examples about patient experience, safety, and satisfaction.
- 4 Write down a list of questions that you have about the job responsibilities, team dynamics, or the facility. Interviewing is a two-way form of communication, and it's important that you interview us to ensure we are a good fit for you!
- 5 Dress professionally.
- 6 Bring extra copies of your resume.
- 7 Bring a separate list of references.

## Interview Dress Options

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Our official dress code is business casual. Full business attire may be requested during key meetings and events. Scrubs are also welcome when interviewing for clinical roles.

