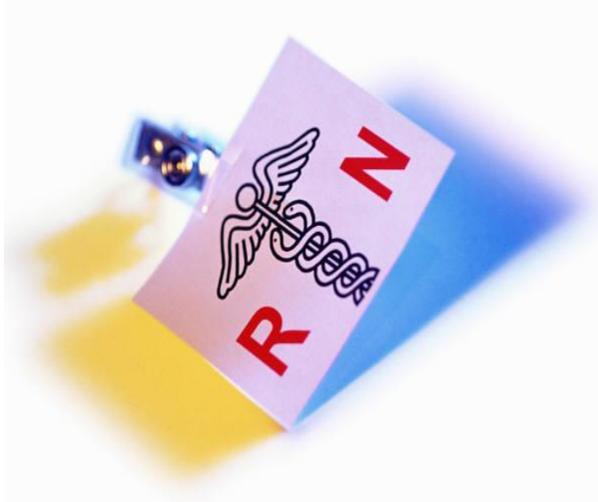


New Grad Nurse Career Success Resource Packet



PRESENTED BY: Carolyn Wilder, Founder
New Grad Nursing Support Group /
Nursing Mentorship Initiative / RN|spiration
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The Purpose and Benefit of a Booklet

The purpose of this booklet is to provide some actual examples of materials new grad nurses can use as they embark on their career search.

Getting Started

First, pay close attention during the presentation as a great deal of information will be provided for you. Next, feel free to take notes and write down any questions you may have. We will have a specified amount of time to address any questions or concerns you may have at the end of the presentation. During this time I will do my best to provide answers to your questions.

Like you, I am a new grad nurse. I also have over ten years' experience in Human Resources which involved reviewing resumes, selecting candidates, onboarding candidates, training, and education. I left my career in Human Resources when I started a family. When I made the decision to return to work, my family and I decided I should pursue my dream of becoming a nurse I have had since I was three years old. My first career was in Human Resources because my biological family told me I was not intelligent enough to ever become a nurse. So now, I am using both my being a new grad nurse and a former Human Resources Recruiter to empower new grads and help them on their journey toward career success.

I hope you will find the presentation and materials beneficial. If you are interested in obtaining a copy of the presentation as well, the Arizona Nurses Association will either have it available for you to download, or you can see me afterwards and I can either forward it to you via email, or you can download directly to your laptop using my thumb drive.

If you feel the presentation was beneficial at all for new grads, I hope you will be so kind as to spread the message about our group and provide a favorable rating on the survey you will be asked to complete before you leave today.

I wish you great success in all your endeavors,

Carolyn Wilder

Founder: New Grad Nursing Support Group, the Nurses' Mentorship Initiative, & RN|spiration
Contact Me: NGNURSINGSG@gmail.com

SUSIE Q. SEEKER RN, BSN

232 Career Search Dr. | Tempe, AZ 85233 | 480-000-2222 | susieqseeker@gmail.com

PROFILE SUMMARY

Dedicated, caring, and compassionate patient-focused new graduate nurse with excellent communication and interpersonal skills in English and Spanish seeking position as a Registered Nurse in the Most Desirable Organizations RN Residency Program.

EMPLOYMENT HISTORY

Real Estate Agent, Realty Executives, Phoenix, Arizona, January 2008 to Present

- Client-entered practice focused on service, education, needs assessments, communication, and problem-solving
- Educated, guided, advocated for, and supported clients throughout the real estate process
- Provided consistent and continual communication, follow-up, follow-through and mediated conflicts
- Collaborated with clients, colleagues, managers, attorneys, lenders, inspectors, and contractors
- Demonstrated ability working with diverse clientele
- Accepted invitation to serve on Realty Executives distinguished Associate Leadership Counsel
- Consistently achieved Multi-Million Dollar Club level of production
- Awarded one of the Top 25 Buyer Controlled Sales first year in real estate

LICENSURE & CERTIFICATIONS

Registered Nurse, RN # BR231652, Arizona State Board of Nursing, Renewal Date: August 2018

Advanced Cardiac Life Support (ACLS), American Heart Association, Renewal Date: January 2016

Basic Life Support for Healthcare Providers (BLS), American Heart Association, Renewal Date: September 2014

EDUCATION

Grand Canyon University, Phoenix, Arizona

May 2013

Bachelor of Science in Nursing, Summa Cum Laude Honors, 3.99 GPA

CORE STRENGTHS & COMPETENCIES

- | | | |
|--|----------------------------------|-------------------------------------|
| ▪ Interpersonal & Communication Skills | ▪ Assessment & Monitoring | ▪ Knowledge of Developmental Stages |
| ▪ Dependable, Detailed, Flexible | ▪ Infection Control | ▪ Critical Thinking |
| ▪ Patient Care and Advocacy | ▪ Safety & Mobility | ▪ Fluent in English & Spanish |
| ▪ Patient and Family Education | ▪ Safe Medication Administration | ▪ Computer Proficient |

CLINICAL ROTATIONS

Mayo Clinic, Scottsdale, Arizona, Practicum: Medical-Surgical Oncology

Scottsdale Healthcare, Scottsdale, Arizona, Critical Care Nursing

Scottsdale Healthcare, Scottsdale, Arizona, Nursing of the Childbearing Family

Cardon Children's Medical Center, Mesa, Arizona, Pediatric Nursing

Veterans Foundation, Phoenix, Arizona, Psychiatric Nursing

Banner Del Webb Hospital, Glendale, Arizona, Medical-Surgical Nursing

Hospice of the Valley, Phoenix, Arizona, Community Nursing

Banner Good Samaritan, Phoenix, Arizona, Foundations of Nursing

HONORS & ORGANIZATIONS

- American Nurses' Association, Active Member
- Scholarship Recipient, Grand Canyon University Merit Scholarship
- Scholarship Recipient, Johnson & Johnson Nursing Scholarship

JOHN J. JOBSEEKER RN

123 My Career Path Way | Scottsdale, AZ 85250 | 602-000-1111 | johnjjobseeker@gmail.com

PROFESSIONAL SUMMARY

Energetic and enthusiastic BSN student recognized as a competent team member and able to communicate effectively, collaborate within an interdisciplinary framework, and deliver safe, patient-centered care seeking Registered Nurse position with One Fabulous Hospital.

EMPLOYMENT HISTORY

Volunteer Art Therapy Specialist – Outpatient Cancer, Phoenix Children’s Hospital, Phoenix, AZ, February 2013 to Present

- Assessed patient needs to develop individualized creative arts therapy plan
- Developed and implemented creative arts activities for individuals and groups
- Educated patients on basic skills required for creative arts concepts
- Worked individually with patient utilizing creative arts mediums to encourage self expression

Volunteer Art and Music Therapy Specialist – Geriatrics, Banner Good Samaritan Hospital, Phoenix, AZ, January 2011 to Present

- Conferred with interdisciplinary team to ensure goals and objectives for patients were clear and attainable
- Developed and implemented creative arts activities for individuals and groups
- Maintained patient progress records and assisted with discharge planning
- Evaluated patient’s response to creative arts therapy

Certified Medical Assistant, Desert Ridge Family Physicians, Phoenix, AZ, June 2008 to January 2011

- Demonstrated proficiency in recording patient medical histories and vital signs
- Proficient in performing venipuncture’s, injections, various diagnostic procedures, and ancillary tests (e.g., EKGs, immunoassays, chemistry analysis, hematology, urinalysis, and sigmoidoscopies).
- Ensured cleanliness, sanitation, and maintenance of all facilities, exam rooms, and equipment.
- Reacted calmly and effectively in emergency situations while consistently demonstrating therapeutic touch which immediately placed patients at ease.

EDUCATION

Arizona State University
Bachelors of Science in Nursing

Anticipated Graduation September 2014

LICENSURE & CERTIFICATIONS

- Registered Nurse, RN #844560, Arizona State Board of Nursing
- BLS, PALS, and ACLS Certifications, American Heart Association

CLINICAL EXPERIENCE

- **Banner Good Samaritan Hospital**, Practicum: Intensive Care Unit
- **Veterans Affairs Medical Center**, Geriatrics
- **Valley Hospital**, Behavioral Health
- **Mayo Clinic Hospital**, Medical / Surgical / ICU
- **Phoenix Children’s Hospital**, Pediatrics
- **John C Lincoln North Mountain Hospital**, Medical / Surgical

COMMUNITY INVOLVEMENT & PROFESSIONAL AFFILIATIONS

- Arizona State University Student Nurses’ Association, Vice President
- American Association of Critical Care Nurses, Phoenix Chapter, Active Member
- National Student Nurses’ Association, Active Member
- Make-A-Wish Foundation, Dream Coordinator, Phoenix, Arizona June 2010 to Present

ACTION VERBS

Accelerated	Clarified	Determined	Finalized	Interviewed	Oversaw	Reduced	Standardized
Accomplished	Classified	Developed	Fixed	Introduced	Participated	Referred	Started
Achieved	Coached	Devised	Focused	Invented	Performed	Regulated	Streamlined
Acted	Collaborated	Diagnosed	Forecasted	Inventoried	Persuaded	Rehabilitated	Strengthened
Activated	Collected	Directed	Formed	Investigated	Photographed	Related	Structured
Adapted	Combined	Discovered	Formulated	Involved	Piloted	Remodeled	Studied
Addressed	Communicated	Dispensed	Fostered	Issued	Pinpointed	Rendered	Suggested
Adjusted	Compared	Displayed	Found	Joined	Pioneered	Reorganized	Summarized
Administered	Compiled	Dissected	Fulfilled	Judged	Placed	Repaired	Supervised
Advanced	Completed	Distributed	Furnished	Kept	Planned	Replaced	Supplied
Advertised	Composed	Diverted	Gained	Launched	Played	Reported	Supported
Advised	Computed	Documented	Gathered	Learned	Predicted	Represented	Surpassed
Advocated	Conceived	Drafted	Generated	Lectured	Prepared	Researched	Surveyed
Aided	Conceptualized	Earned	Governed	Led	Prescribed	Reshaped	Sustained
Allocated	Condensed	Edited	Grossed	Lifted	Presented	Resolved	Synthesized
Analyzed	Conducted	Educated	Guided	Listened	Presided	Responded	Systemized
Answered	Conferred	Effected	Handled	Located	Prevented	Restored	Targeted
Applied	Conserved	Eliminated	Headed	Logged	Printed	Retrieved	Taught
Appraised	Consolidated	Emphasized	Heightened	Maintained	Prioritized	Reviewed	Terminated
Approved	Constructed	Employed	Helped	Managed	Processed	Revised	Tested
Arbitrated	Consulted	Encouraged	Hired	Manipulated	Produced	Revitalized	Tightened
Arranged	Contacted	Enforced	Honed	Marketed	Programmed	Routed	Totaled
Ascertained	Continued	Engineered	Hosted	Maximized	Projected	Saved	Tracked
Assembled	Contributed	Enhanced	Hypothesized	Measured	Promoted	Scheduled	Traded
Assessed	Controlled	Enlarged	Identified	Mediated	Proofread	Screened	Trained
Assigned	Converted	Enlisted	Illustrated	Merged	Proposed	Searched	Transcribed
Assisted	Conveyed	Ensured	Imagined	Mobilized	Protected	Secured	Transformed
Attained	Convinced	Entertained	Implemented	Modified	Proved	Selected	Translated
Augmented	Coordinated	Established	Improved	Monitored	Provided	Separated	Transmitted
Authorized	Corresponded	Estimated	Improvised	Motivated	Publicized	Served	Traveled
Awarded	Counseled	Evaluated	Incorporated	Navigated	Purchased	Shaped	Tutored
Balanced	Created	Examined	Increased	Negotiated	Qualified	Shared	Uncovered
Began	Critiqued	Executed	Indexed	Netted	Questioned	Simplified	Undertook
Boosted	Cultivated	Expanded	Influenced	Observed	Raised	Simulated	Unified
Briefed	Customized	Expedited	Informed	Obtained	Ran	Sketched	United
Budgeted	Debugged	Experimented	Initiated	Opened	Rated	Sold	Updated
Built	Decided	Explained	Innovated	Operated	Reached	Solved	Upgraded
Calculated	Defined	Explored	Inspected	Orchestrated	Realized	Sorted	Used
Captured	Delegated	Expressed	Inspired	Ordered	Reasoned	Spearheaded	Utilized
Cataloged	Delivered	Extended	Installed	Organized	Received	Specialized	Validated
Centralized	Demonstrated	Extracted	Instituted	Originated	Recommended	Specified	Verbalized
Chaired	Designated	Fabricated	Integrated	Outlined	Reconciled	Spoke	Verified
Charted	Designed	Facilitated	Interacted	Overcame	Recorded	Sponsored	Vitalized
Checked	Detected	Fashioned	Interpreted	Overhauled	Recruited	Staffed	Volunteered
			Wrote	Worked	Won	Widened	Weighed

Profile Summary Samples

Dedicated, caring, and compassionate patient-focused new graduate nurse with excellent communication and interpersonal skills seeking position as an Oncology Registered Nurse with (name of organization) OR in (name of residency program).

Compassionate, patient-focused registered nurse looking to bring high energy and above standard care to (enter name or organization). Competent utilizing critical thinking coupled with an uncanny ability to pick up new skills quickly and efficiently.

Fresh, enthusiastic BSN student seeking a position as a Registered Nurse where I can fully utilize my nursing education and training to provide the highest level of patient care for (name of organization).

Bilingual new grad registered nurse with over four years patient care experience seeking position as a Registered Nurse with (name of organization).

Compassionate, patient-focused, and dedicated graduate nurse with excellent communication, leadership, clinical, and interpersonal skills seeking position as a Registered Nurse in (name of residency program) OR with (name of organization).

Skilled, highly motivated, and eager new graduate nurse with excellent organizational and time management skills seeking opportunity with (name of organization).

Patient-focused, multilingual, highly efficient new graduate nurse eager to join a progressive healthcare organization such as (name of organization) in delivering quality nursing care as an integral team member.

Hardworking, energetic and flexible new graduate nurse with excellent critical thinking skills seeking position as a Registered Nurse in the Medical-Surgical department with (name of organization).

Recognized competent team member able to communicate effectively, collaborate within an interdisciplinary framework, and deliver safe, patient-centered care seeking Registered Nurse position with (name of organization).

Hardworking, energetic, and detail oriented new graduate nurse aspiring and motivated to practice, acquire, and advance nursing school knowledge as a Registered Nurse with name of organization. Flexible team player with excellent interpersonal and communication skills who is able to adapt rapidly in a rapidly changing environment. Caring and compassionate individual committed to providing the best care for patients.

Passionate new graduate nurse determined to make a difference in the lives of those cared for is seeking position as a Registered Nurse with name of organization. Motivated, organized, and thrives in a collaborative team-work setting. Dedicated to excellent patient care through provision of a safe environment where respect is valued and the preservation of dignity is promoted.

Compassionate, bilingual new graduate nurse determined to make a difference in the lives of patients seeking position as a Registered Nurse within the Banner Health System. Dedicated to providing excellent patient care while applying knowledge of nursing skills and developing as a nursing professional.

Cover Letter Samples

John J. Jobseeker
123 My Career Path Way
Scottsdale, AZ 85250
602-000-1111

March 5, 2014

One Fabulous Hospital
Attn: Human Resources
777 Job of My Dreams Lane
Phoenix, AZ 85032

To Whom It May Concern:

I am writing in response to an announcement recently posted on the One Fabulous Hospital employment opportunities web site for new nursing graduates. As you can see from my resume, I will graduate in September 2014 from the Arizona State University School of Nursing and I am extremely interested in pursuing a position as a Registered Nurse with One Fabulous Hospital.

Through my clinical rotations, I have had the opportunity to work in several settings, including medical-surgical, critical care, and emergency. My experiences enabled me to develop strong skills that prepared me well for the challenges of nursing. My practicum rotation will occur in the critical care (ICU) unit at Banner Good Samaritan, and am confident I will continue to develop as a nurse; particularly as I provide care to a diverse patient population. I firmly believe my niche in nursing lies in Intensive Care and I look forward to providing exceptional care to these fragile patients and their families.

In addition to my nursing skills, I have developed my leadership skills as well. As the Vice President of the Student Nurses' Association, I have planned several community service activities, including a blood drive for ASU students with an 81% participation rate. Our chapter also created a program that provides infant care training to underserved mothers in the area. Additionally, I worked as a medical assistant for a local medical practice for three years which provided me extensive patient care experience.

I am very interested in beginning my nursing career at One Fabulous Hospital and believe my skills and experience prepare me well. I will contact you during the last week of August 2014 to arrange an appointment to discuss career opportunities with you. I look forward to meeting you, and please do not hesitate to contact me at 602-000-1111.

Sincerely,

John J. Jobseeker

SUSIE Q. SEEKER RN, BSN

232 Career Search Drive, Tempe, AZ 85233
Home: 480-000-3333 • Mobile: 480-000-2222
susieqseeker@gmail.com

May 23, 2014

Most Desirable Organization
Attn: Human Resources
444 Success in the Making Circle
Phoenix, AZ 85032

To Whom It May Concern:

In the opening paragraph you want to convey your appreciation to the reader for reviewing your resume. Next you want to provide information about how you came across the opportunity with the organization. This is followed by a statement about your nursing education, licensure and certifications. If you completed a clinical rotation with the organization, this is a good place to include that as well. This paragraph also contains information about why you chose this organization. Finally, end with a statement about the organization's mission, vision, and/or values.

The second paragraph should begin with a catching statement about you followed by a sentence highlighting your top 3 to 5 skills, characteristics or assets. This paragraph is meant to really sell the organization on accepting you as a candidate for their position or residency program. So in this paragraph be sure to include any computer skills you possess and your fluency level in each program and/or electronic medical record. If you are able to speak different languages, that also would be included in this paragraph. Finally, if you have any outstanding accomplishments you could end with those.

The final paragraph closes the introduction letter and lets the organization know you would like them to review your resume, consider your skills etc. and informs them how you will follow up. In this paragraph you should always express a desire to meet with the Human Resources representative face-to-face. This paragraph is also where you let the organization know how a specific characteristic of their mission, vision and/or values aligns with your own philosophy or belief system. You can even include a brief statement on your nursing philosophy here. Finally, let the organization know how you will follow up and that you are available for additional or differing opportunities if they find you better suited to another position.

Write a single sentence statement here reiterating your thankfulness for their time.

Salutation,

Susie Q. Seeker

Thank You Note Samples

SUSIE Q. SEEKER RN, BSN

232 Career Search Drive, Tempe, AZ 85233
Home: 480-000-3333 • Mobile: 480-000-2222
susieqseeker@gmail.com

June 5, 2014

Most Desirable Organization
Attn: Brenda McCormick
444 Success in the Making Circle
Phoenix, AZ 85032

Dear Mrs. McCormick:

Thank you for taking time out of your busy schedule to interview me for the Nurse Residency Program. It was truly a pleasure to meet you and I am honored to be considered for this opportunity. I left the interview even more convinced and impressed with Most Desirable Organization's high standards for excellence, education, culture, and dedication to providing innovative interdisciplinary health care to all patients.

I remain very interested in the Residency Program and appreciate your willingness to address the questions I had during the interview as well. Thank you for sharing with me the skill set and characteristics the Most Desirable Organization was searching for in an ideal candidate and for providing information on the challenges both nursing and administration are facing on a daily basis.

I am eager to embark on my nursing career and firmly believe the mission, vision, and values of the Most Desirable Organization strongly match my own. This is the exact opportunity I have been seeking and I would proud to join the Most Desirable Organization family and begin creating my legacy. I look forward to hearing from you soon.

Best regards,

Susie Q. Seeker

John J. Jobseeker
123 My Career Path Way
Scottsdale, AZ 85250
602-000-1111

March 15, 2014

One Fabulous Hospital
Attn: Bob Boss, Intensive Care Unit
777 Job of My Dreams Lane
Phoenix, AZ 85032

Dear Mr. Boss,

Thank you for the opportunity to interview with One Fabulous Hospital. I appreciate the time and effort from all the staff involved in the interview. I left the interview impressed with the organizations philosophy in regard to patient care and the desire to provide holistic care to all patients.

I also appreciated learning about your thoughts regarding the qualifications and accompanying challenges a new grad nurse would face on the unit. I tend to agree that the balance of responsibility and learning curve for a new grad may be some of the greatest challenges, but after learning about the manner in which the organization oversees the process and the level of dedication to new grad success makes me even more confident I can and will succeed in becoming competent nurse.

I remain extremely interested in this opportunity and am eager to learn more about One Fabulous Hospital and the Intensive Care Unit. I believe full heartedly in the mission of One Fabulous Hospital and remain confident my skills set, critical thinking, and judgment coupled with the enthusiasm and passion to join your team will allow me to provide exceptional patient care. Thank you again for the opportunity to learn more about One Fabulous Hospital. I look forward to hearing from you soon.

Sincerely,

John J. Jobseeker

Response to Rejection Letter Samples

John J. Jobseeker
123 My Career Path Way
Scottsdale, AZ 85250
602-000-1111

March 25, 2014

One Fabulous Hospital
Attn: Bob Boss, Intensive Care Unit
777 Job of My Dreams Lane
Phoenix, AZ 85032

Dear Mr. Boss,

I would be lying if I said I'm anything but keenly disappointed I wasn't your final choice for the position of Registered Nurse with One Fabulous Hospital. But knowing how professionally and thoroughly each candidate was interviewed, and having made it to the "final four," I'm also honored to have been on that short list. I appreciate that your selection of the final candidate must have been very difficult.

It was a pleasure getting to meet you and seeing how well your team works together. I was also extremely impressed with the organization and how you were able to relate to your team. I sincerely hope sometime in the future we will have an opportunity to work together. If in the meantime, you would be so kind as to provide some feedback and areas of recommended improvement it would be greatly appreciated and incredibly helpful.

I wish you and your team great success. Thank you again for all your efforts on my behalf. I look forward to and expeditious reply.

Best regards,

John J. Jobseeker

SUSIE Q. SEEKER RN, BSN

232 Career Search Drive, Tempe, AZ 85233
Home: 480-000-3333 • Mobile: 480-000-2222
susieqseeker@gmail.com

June 15, 2014

Most Desirable Organization
Attn: Brenda McCormick
444 Success in the Making Circle
Phoenix, AZ 85032

Dear Mrs. McCormick:

Thank you for giving me the opportunity to interview for the Nurse Residency position with the Most Desirable Organization. I very much appreciate your consideration and interest.

Though I am disappointed by not being selected for the position, please know I am grateful for the courtesy and professionalism you showed me during the entire selection process. I enjoyed meeting you and other members of the organization, and these meetings confirmed my impression the Most Desirable Organization would be an excellent place to work and build a career.

I am writing now to inquire if you have any feedback that I might take from the visit to improve my candidacy as I move ahead in my job search. I would be most appreciative of your honest constructive critique if you see elements of my candidacy that could be improved.

I would like to reiterate my strong interest in working for the Most Desirable Organization. Again, many thanks for the opportunity to interview, and best wishes to you and your staff. Please keep me in mind if another position becomes available in the near future.

Sincerely,

Susie Q. Seeker

Reverse Chronological Resume Worksheet – Brainstorming Session

CAPTION: This section goes across the very top portion of your resume in two lines

NAME: _____

ADDRESS: _____

CONTACT #: _____

EMAIL: _____

PROFILE SUMMARY:

LICENSURE & CERTIFICATIONS: List your nursing license and any advanced certifications here in a bullet list format with the license or certificate name listed first, license or certificate number if applicable, issuing authority next, and then the date of renewal:

LICENSE OR CERTIFICATION NAME: _____

LICENSE #: _____

ISSUING AUTHORITY: _____

RENEWAL DATE: _____

EDUCATION: This is where you enter your highest level of education. Only list a current degree program you are pursuing if it is higher than your current and you have an anticipated graduation date. The information is presented on two lines. The most current is ALWAYS listed first.

NAME OF INSTITUTION: _____

DATE OF GRADUATION or ANTICIPATE DATE: _____

DEGREE EARNED: _____ **GPA:** _____

HONORS EARNED: _____

CORE SKILLS & COMPETENCIES: This is where, if you would like to, you would add a tabled listing of your top skills and competencies (keywords can be used here as well). When you create the resume you will insert a table with 3 columns and 4 rows. Make sure to remove all lines and borders. Then create a bulleted list with the items you list below:

EMPLOYMENT HISTORY: This where you will list your current and/or past employers. Only provide information as it relates to the position you are applying for and only within the past 5-7 years. If it is not relevant, only list your last position providing it has been within the last five years. Repeat this section for each employer included (if at all possible no more than 2 is recommended for a 1-page resume).

JOB TITLE: _____

NAME OF ORGANIZATION: _____

LOCATION (City & State) OF ORGANIZATION: _____

DATES OF EMPLOYMENT: _____

ACCOMPLISHMENTS: List 3 -5 accomplishments using the ACTION VERBS list provided; these items are provided in a bulleted list.

CLINICAL EXPERIENCE: This is where you list your clinical experience with your most recent first. You need to provide the name of the organization, city and state of organization, and the specialty area. No other information needs to be provided unless directly specified by the employer, because total hours is mandated by the state in which you live and all nursing graduates are required the same amount of hours and clinical experience. Repeat for each clinical rotation and all information should go on one line in a bulleted list.

NAME OF ORGANIZATION: _____

LOCATION OF ORGANIZATION: _____

SPECIALTY AREA: _____

HONORS & ACHIEVEMENTS: This is where you would list any honors, awards, or distinguishable achievements earned. Scholarships, community service awards, Dean’s List, etc. are items to include here. The information is provided on a single line for each in the same format as used in other sections. Do not include more than 5. List the most current first.

NAME OF HONOR or ACHIEVEMENT: _____

ISSUING ORGANIZATION or CLUB: _____

DATE RECEIVED: _____

COMMUNITY INVOLVEMENT: This is where you list your volunteer work of 6 months or longer, professional organizations and memberships, and any leadership positions held. Follow the same format as for other sections and limit it to the top 3-5. List the most current first.

NAME OF ORGANIZATION: _____

POSITION or TITLE HELD: _____

DATES (Month and Year to Month and Year): _____

Go step-by-step through the worksheets, write down all the information you have available and if you need to, take a break and revisit the process. Get as much information as you can down on paper during the first session and then use subsequent sessions to fine tune the verbiage, formatting, and fill in details you were missing. As with anything on your resume, you want to make sure the most important and relevant information is towards the top of the page. Proofread, spell check and make sure all formatting is consistent. Refer back to your notes and information presented during the New Grad Forum as you begin to compose your resume in a Microsoft Word Document. In no time, you will have a professional resume you can present when applying for opportunities.

Resources

- **New Grad Nursing Support Group -**
<https://www.facebook.com/groups/NewGradSupportGroup/>
- **RN|spiration™ – <http://www.nursinginspiration.com>** Non-profit organization offering career counseling, support and other services for new grad nurses.
- **Carolyn Wilder contact email**
NGNursingSG@gmail.com

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Scottsdale, AZ 85254
www.nursinginspiration.com

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