



Career Services

"Your journey to career success begins here..."

Gwynedd-Mercy College • Campbell Hall • Ext. 230 • careerservices@gmc.edu

NURSING RESOURCES:

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ADDITIONAL RESOURCES

In addition to this workbook, Career Services has an abundance of other resources and guides to help you. These materials can be found in our Career Library and/or on our website.

- Some of our resources/books include the following:
 - Resumes: Knock ‘em Dead Resumes; Gallery of Best Resumes; and Expert Resumes for Health Care Careers.
 - Cover Letters: Gallery of Best Cover Letters.
 - Interviewing: High-Impact Interview Questions – 701 Behavior-based Questions; Succeeding at Your Interview; Interview Magic.

- In addition, make sure to review the other academic areas on the Major-Specific Resources section on our website to find more examples of how to design your resume. (www.gmc.edu/careerservices)

Before sending out your resume and cover letter, make sure it is error free and markets you in the best way. Schedule an appointment with Career Services to have your documents reviewed. We can be reached at 215-646-7300 ext: 230 or careerservices@gmc.edu.

**These resumes are available as samples only.
Please use it as a guide and don't copy them word-for-word.*

LAURA STUDENT

113 Samantha Lane Lansdale, PA 19446 215-692-3400

Lms252@gmail.com

OBJECTIVE: To obtain a position as a Medical Surgical Nurse at Abington Memorial Hospital.

EDUCATION

Gwynedd-Mercy College, Gwynedd Valley, PA

May 2009

Associate of Science in Nursing

PROFESSIONAL EXPERIENCE

Clinical Rotations

- **Medical Surgical Care:** Bryn Mawr Hospital, Abington Memorial Hospital, Chestnut Hill Hospital, Mercy Philadelphia Hospital, Mercy Suburban Hospital
- **Maternal Infant Care:** Abington Memorial Hospital
- **Pediatric Care:** Holy Redeemer
- **Behavioral Health:** Montgomery County Emergency Service

Summary of Responsibilities:

- Provided bedside care, medication administration, IV's and dressing changes for patients.
- Assessed patient for clinical changes and notified the registered nurse and clinical instructor.
- Assisted in educating patients and family members about the health care needs of the patient.
- Charted and documented treatments according to hospital protocol.
- Administered the influenza vaccine to the general public through a vaccination clinic at Mercy Suburban Hospital.

Doylestown Hospital

Doylestown, PA

Nurse Extern

Summer 2008

- Worked extensively with patients on ventilators gaining experience with tracheotomy care, closed and open suctioning, Foley catheters and PEG tubes.
- Participated in a pilot program for patients diagnosed with CHF which consisted of daily rounds with the Cardiologist, Physician's Assistant and Registered Nurse notating the patient's progress and educating the patient on the nutritional and lifestyle changes necessary to live with the disease.
- Rounded with the Wound, Ostomy and Continence Nurse, providing wound care to patients with all stages of wounds.
- Observed a laparoscopic Cholecystectomy, partial and full knee replacement, Colonoscopy, TEE, and Cardiac catheterization leading to Angioplasty.

OTHER EXPERIENCE

Mid Atlantic Retina, Assistant Administrator

April 2007 - Present

AFFILIATIONS

- Student Nurse Association
- American Nurse Association

CERTIFICATIONS

- ACLS, PALS, Trauma Nurse Core Course

AMY SMITH

123 Main Street • Ambler, PA
Home: (555) 555-1234, Cell: (555) 555-1235
smith.a@gmc.edu

OBJECTIVE: Seeking the position of Registered Nurse at Doylestown Hospital.

EDUCATION:

Gwynedd-Mercy College
Bachelor of Science in Nursing
GPA: 3.87

Gwynedd Valley, PA
May 2008
Dean's List

Montgomery County Community College
Associate of Science in Marketing

Blue Bell, PA
May 2000

PROFESSIONAL EXPERIENCE:

Norristown Hospital
Student Nurse (Pediatric Care)

Norristown, PA
Sept. 2006-July 2007

- Provided bedside care, treatment and clinical documentation for patients.
- Handled medication administration, dressing changes and IVs.
- Facilitated admissions, discharges and transfers.
- Prepared chart notes and other documentation.
- Treated an average of 16 patients daily.

Norristown Hospital
Nursing Assistant

Norristown, PA
March 2005-Aug. 2005

- Assisted nurses with patient care.
- Coordinated patient's activities of daily living.

Camp Snoop Summer Camp
Volunteer Nurse

Lansdale, PA
Summer 2005

- Interacted with oncology patients of various ages in a summer camp setting.
- Assisted nurses with patient care.

OTHER EXPERIENCE:

Capital Marketing Agency
Marketing Coordinator

King of Prussia, PA
April 2000-June 2004

- Coordinated all aspects of the corporation's communications, including crisis plans.
- Utilized problem solving and critical thinking skills.

ACTIVITIES:

- Student Nurses Association
- American Nurses Association

Amy Smith

123 Main Street Ambler, PA 19123
555-555-1234 Smith.a@gmc.edu

Compassionate, dedicated individual seeking position as a **Registered Nurse**. Thrives on challenges; demonstrates positive, passionate work ethic. Bright, articulate, and expressive. Respected and well-like team member.

CLINICAL EXPERIENCE

2006-2008

Holy Redeemer Hospital: Maternal Infant Care

Children's Hospital of Philadelphia: Pediatric Care

Chestnut Hill Hospital: Medical Surgical Care

Mercy-Suburban Hospital: Medical Surgical Care

Responsibilities:

- Obtained vital signs and preformed physical assessments on all patients
- Administered medications utilizing a Pixis Machine
- Assisted with ambulation and bedside exercises for all post-operative patients
- Recorded all findings in patient chart in a clear, concise manner
- Accompanied patients to different testing areas
- Handled dressing changes and provided IV site care
- Facilitated Admission and discharge teachings and documentation

PROFESSIONAL EXPERIENCE

Paoli Hospital

Paoli, PA

Nurses Aid - Medical Surgical Floor

2006-2008

- Monitored patient input and output during each shift
- Changed bedding, tidied patient bathrooms in rooms, helped clients bathe
- Assisted patients at meal times
- Provided basic IV site care and obtained vital signs
- Provided any other duties per RN in charge

EDUCATION

Gwynedd-Mercy College

Gwynedd Valley, PA

Associate of Science in Nursing

May 2008

AFFILIATIONS

- Student Nurse Association
- American Nurse Association

CERTIFICATIONS

- ACLS, PALS, Trauma Nurse Core Course

ERIC NURSE

110 Mercy Lane; Gwynedd Valley, PA 19437
610-646-7300; nurse.e@gmc.edu

EDUCATION:

Bachelor of Science in Nursing; Gwynedd-Mercy College

May 2010

- Study Abroad: Italy

Winter 2010

CLINICAL EXPERIENCE:

Medical/Surgical; Friends Hospital

Jan. 2010-May 2010

Community; Chestnut Hill Hospital

Sept. 2009-Dec. 2009

Pediatrics; Children's Hospital of Philadelphia

Jan. 2009-May 2009

Maternity; Mercy Suburban Hospital

Sept. 2008-Dec. 2008

Psychiatric; Rockford Center

Jan. 2008-May 2008

Geriatrics; Forward Manor

Sept. 2007-Dec. 2007

RELATED EXPERIENCE:

Student Nurse; Montgomery Hospital, Norristown, PA

Sept. 2009-Present

- Help to start a doctor's office for uninsured people in the Norristown area.
- Perform standard assessments and take vital signs on incoming patients.

Wellness Center Supervisor; YMCA, North Penn, PA

Summer 2008

- Responsible for the care of more than 300 children and 100 employees every two weeks.
- Administered medication to more than 60 children during the week.
- Maintained the cleanliness of the Wellness Center.
- Performed routine care for more than 100 children.
- Scheduled appointments for ill children and communicate with the camp physician.
- Lead staff training in specific areas.

Student Nurse; YMCA, North Penn, PA

Summer 2007

- Collaborated with the members of the Wellness Center team in caring for children and staff.
- Responsible for helping to keep camp health records up to date.
- Oriented more than 1,500 children to the Wellness Center.
- In the absence of the head nurse, assumed her duties.

SKILLS:

- Certified CPR
- Knowledge of Microsoft Office

ACTIVITIES AND HONORS:

• **National Student Nurses Association;** Member

2007-Present

• **Student Nurses Organization,** Gwynedd-Mercy College

2007-Present

MARK NURSE

215-646-7300

1325 Sumneytown Pike; Gwynedd Valley, PA 19437

nurse.m@gmc.edu

PROFESSIONAL SUMMARY:

Certified Case Manager and Certified Critical Care Nurse with demonstrated accomplishments in medical case management, critical care and utilization management in acute care environments. Proven clinical proficiency in performing thorough patient assessments and caring for a broad range of acute and chronically ill adults.

- Extensive background in patient/family education, discharge planning and community resources.
- Sensitive and responsive to patients' needs with a strong commitment to ensuring cost-effective care while optimizing quality.
- Strong interpersonal and organizational skills; effective communicator with patients, families, physicians, agency and other healthcare professionals.
- Recognized as an excellent trainer/preceptor with the ability to lead and motivate others to higher levels of performance.

CAREER HISTORY:

Blue Cross Blue Shield of New Jersey, Ridgewood, NJ (2007-Present)

Field Case Manager

Summary:

- Manage large caseload with up to 90 clients for a leading HMO with 35,000 Medicare and 100,000 commercials members, representing 25% of the New Jersey market.
- Coordinate all care/services and discharge planning for acute and chronically ill patients.
- Present bimonthly utilization management reports to Network Advisory Board and represent healthcare management department at multidisciplinary task force as well as corporate planning meetings.

Accomplishments:

- Recognized for leadership of the Utilization Management Department, saving \$125 million in medical care costs.
- Selected by management to serve on Standard Operation Procedures Committee to develop and implement procedures on quality management.
- Initiated and designed skilled nursing facility tracking mechanism for field case managers that facilitated time management and efficiency.

EDUCATIONAL CREDENTIALS:

M.S., Nursing, Gwynedd-Mercy College, Gwynedd Valley, PA May 2010

B.S., Nursing, Gwynedd-Mercy College, Gwynedd Valley, PA May 2006

CONTINUING EDUCATION:

- Completed seminars in Critical Care, Case Management and Cardiology
- Domestic Violence, HIV, IV Therapy, Flight Nursing Training.

CERTIFICATIONS & LICENSES:

- Critical Care Nursing
- Medical Case Management
- Advanced Cardiac Life Support
- Registered Nurse, Pennsylvania and New Jersey

ASSOCIATIONS:

- American Association of Critical Care Nurses
- Case Management Association

NANCY NURSE

55 Mercy Drive, Lansdale, PA 19446 ▪ 215-646-7300 ▪ nurse.n@gmc.edu

Career Interest: School Nursing

**Offering a gentle disposition combined with strong diagnostic skills.
Physical Assessments—Safety and Public Health—Healthcare Documentation.**

NURSING EXPERIENCE:

Registered Nurse; Mercy Suburban Hospital, Norristown, PA; Jan. 2008-Present

- In a 4-bed medical surgical unit, care for patients with a variety of medical conditions, including pre-and postoperative status.
- Conduct physical assessments, including evaluation of heart and lung functioning.
- Provide complete wound care and manage medicine administration through all modalities: oral, central line, intravenous, intramuscular, subcutaneous and peg-tube routes.
- Attend to psychiatric patients temporarily placed on the unit. Assess cognitive/psychological states and implement detoxification protocols.
- Instruct family members on proper adjunctive support, including preventive care and medicine administration.
- Collaborate with physicians to assist in treatment plans.
- Maintain accurate patient records in accordance with HIPAA regulations.

Registered Nurse (per diem); Mercy Infirmery, North Penn, PA; April 2007-Present

- Through physical and mental assessments, provide healthcare support to the residents of this convent.
- Evaluate environment for safety and comfort issues. Suggest and implement strategies for accident prevention.
- Handle medical crises with accountability for determining the proper course of action. Evaluate injuries and other medical issues and contact physicians or coordinate transfers to hospitals as warranted.

Nurse-in-Training Fieldwork; Holy Redeemer Health System, Kensington Hospital, Main Line Healthy System, Pottstown Memorial Hospital, Mercy Suburban Hospital and St. Luke's Hospital; 2005-2007

- Participated in comprehensive clinical rotations. Under supervision, evaluated patients with the following conditions: asthma, dehydration, pre- and postop tonsillectomy, appendicitis, and hernia. Administered medicines PO and IM.

ADDITIONAL EXPERIENCE:

Funeral Director, Philadelphia Area Funeral Chapels, Philadelphia, PA; 1998-2004

- Coordinated all funeral plans for grieving families.
- Provided compassionate support, interacting with family members in an empathic, caring way.
- Conceptualized and completed several initiatives, including a reorganization of the office files and a child-friendly area within the chapel.

EDUCATION & TRAINING:

Bachelor of Science in Nursing, Gwynedd-Mercy College, Gwynedd Valley, PA; 2007

Associate of Science in Nursing, Gwynedd-Mercy College, Gwynedd Valley, PA; 2005

KEVIN COLLEGE

215-646-7300

1325 Sumneytown Pike; Gwynedd Valley, PA 19437

college.k@gmc.edu

Qualifications

- **Registered Nurse** with 7 years' experience in a different healthcare settings.
- Leader and problem-solver with reputation for composure and quick thinking during crisis.
- Exceptional planning, prioritizing, and goal-setting abilities to achieve best patient outcomes.
- Ability to create and implement more efficient methods of operations.
- Computer knowledge: Windows, Word and Excel.

Professional Experience

STAFF NURSE/CHARGE NURSE

As Charge Nurse:

- Supervised up to 70 person staff: RNs, CNAs, and LPNs; accountable for patient assignment and patient care.
- Initiated CNAs regarding unit protocol and procedures.
- Troubleshoot problems with patients or staff, analyzing needs and generating referrals to appropriate resources.
- Maintained calm, caring environment throughout shift.

As Staff Nurse:

- Performed assessments; provided intravenous therapy, enteral and parenteral nutrition, and complex wound care; monitored various drainage devices; performed tracheal suctioning and thoracentesis assistance.
- Educated patients on procedures, healthy lifestyle—a holistic approach—and preventive measures.

Notable Accomplishments:

- Improved overall unit efficiency (time management) 30% by enhancing and supplementing existing tools:
 - Revamped Cardex patient-information system; simplified a complicated form and created a check-off system that produced time savings during daily nurse updates.
- Learned operation of orthopedic and CPM machines; self-trained to set up traction in three months (standard learning curve is up to a year or longer); often called on to advise colleagues on mechanical problem resolution.

Work History

Charge Nurse , Holy Redeemer Hospital	2005-2010
Staff Nurse , Mercy Suburban Hospital	2003-2005
Staff Nurse , Bayada Nurses	2002-2003

Education

Bachelor of Science in Nursing	2002
Gwynedd-Mercy College, Gwynedd Valley, PA	

Licensure

- Pennsylvania License: 123456

Affiliations

- Member, National Association of Orthopedic Nurses
- Member, National Nurses Association

Interviewing

Pre-Interview Prep: The first items you should have ready are your credentials. The credentials you absolutely need for your nursing job interview are as follows:

- A copy of your complete résumé. Be sure to proofread for any mistakes.
- Copies of your nursing license or, if you have them, a copy of your notice of passing board scores.
- Two copies of a complete, typed list of all references and previous managers. You will need one copy for the HR department and one for the hiring manager. Be sure to include their complete names, titles, current addresses and telephone numbers.
- You may be asked to give permission for a criminal background check. Be sure to have a list of your addresses from the previous five to seven years.
- You may also want to bring along a copy of your recent cumulative grade report to show that you are not at risk for failing the licensing exam.

GENERAL INTERVIEW QUESTIONS:

1. Tell me about yourself
2. Why did you become a nurse?
3. How many years of experience do you have?
4. Where did you get your training?
5. What certifications do you have?
6. How long has it been since you worked in (ER, OR, ICU, or particular specialty area)?
7. What are your strengths?
8. What is your greatest weakness?
9. How do you handle stress?
10. Why did you choose (ER, OR, ICU, LTC, FNP, or other specialty area of nursing)?
11. What do you like to do in your free time?
12. What do you know about our hospital?
13. What do you know about our community?
14. Why would you like to work for us?
15. Describe your perfect job.
16. What is most important to you in a job?
17. What would you like to be doing in five years?
18. Have you ever been fired or asked to resign?
19. Would you have any concerns if we did a background check on you?
20. What would we find if we did a background check?
21. Why did you leave your last job?
22. What have you been doing since you've been out of work?
23. Are you prepared to relocate?
24. What kind of recommendations will you get from previous employers?
25. Describe your relationship with your last three managers or administrators.
26. What qualities do you admire most in people?
27. What kind of managers do you like the most? The least? Why?
28. Tell me about a time in which you had to handle an irate physician, co-worker, or patient. How did you handle it and what were the results?
29. What are your most important career accomplishments?
30. Describe a difficult decision you've made and the process you went through to reach that decision.
31. Why should I hire you?
32. What can you offer us that someone else can't?
33. How long would you stay if we offered you this position?
34. What nursing organizations do you belong to?
35. What journals do you read?

36. How do you stay current in your practice?
37. How would you describe your skills as a team player?
38. How will you deal with difficult doctors?
39. How will you deal with difficult patients and/or their families?
40. How will you handle unexpected circumstances, such as being short staffed and having to perform a treatment you have not done before?

You should also practice answering the tough nursing interview questions ahead of time.

- If you are a recent nursing graduate, you should be prepared to explain to your interviewer what qualities you possess that will help you get up to speed quickly with the demands of your new unit.
- You should be prepared to answer questions regarding any negative experiences you've had in the work place, what you learned from them, and how you would use those experiences in a positive way in your new position.

QUESTIONS FOR YOU TO ASK EMPLOYER:

You should prepare at least 3-5 questions to ask the employer. Never say, "I don't have any questions. You answered everything." Your inquiries should cover three main areas: orientation and training, the working environment, and the employer's management and administration. Here's an interview cheat sheet:

Orientation and Training

- What is the level and depth of orientation?
- Will more orientation time be granted if I feel I need it?
- Will my orientation take place during the shift I will be working?
- Is there a mentorship program?
- What are your expectations of new hires during their first six months on the job?
- Describe typical first-year assignments.
- What qualities do your most successful nurses possess?

Working Environment

- What is the nurse-to-patient ratio?
- How long are your shifts -- eight, 10 or 12 hours?
- How do you go about scheduling?
- Is self-scheduling an option, or does someone else dictate the schedule?
- How long have most nurses been on the unit?
- Why did the last person in this position leave?
- How long has this position been vacant?
- Will I be on call if I accept this position? If so, what are the conditions/requirements of on-call duty?

Management and Administration

- How would you describe your management style?
- How do you motivate employees?
- How do you demonstrate that you value your nursing staff?
- How much autonomy do you give your nurses to make decisions regarding patient care?
- How often do you conduct performance reviews?
- Is the administration open to suggestions that would improve patient care?
- What challenges is this facility facing?
- What have been this unit's most notable successes and failures over the year?
- What are nurses' biggest challenges at this facility?

- What makes this facility unique among others in this region?
- What steps do you take to ensure safe working conditions?
- What are your plans for future growth?
- Why should I want to work here?

An Offer in Hand Once you have the job offer -- and not before -- ask the standard questions about salary and benefits, such as:

- What is the salary?
- Is special compensation awarded for overtime?
- What is the differential for second-shift, third-shift and weekend work?
- What is the benefits package?
- Do you offer other incentives, such as paid journal subscriptions or scholarships for dependents?
- Do you offer other incentives, such as paid journal subscriptions or scholarships for dependents?
- Do you provide financial support for continuing education?
- Are grants available for ongoing education?
- Are there special incentives for bilingual nurses?
- Is there room for advancement? What is the career path?
- How do you reward employees for exceptional work?

OTHER QUESTIONS TO ASK

- Is there support staff on the unit to assist nurses?
- In what ways are nurses held accountable for high qualities of practice?
- How much input do nurses have regarding systems, equipment and the care environment?
- What professional development opportunities are available to nurses?

WEB RESOURCES

Family Health

Listing of FHNP positions

www.juju.com

Family Medicine Residency Nurses Association

<http://fmrna.org/>

Health Care Administration and Leadership

The MidAtlantic Health Leadership Institute [http](http://www.jhsph.edu/mhli)

www.jhsph.edu/mhli

World Health Organization The Health Leadership Service (HLS)

<http://www.who.int/hrh/education/en/>

Neonatal

Assoc. of Women's Health, Obstetric and Neonatal

www.awhonn.org/awhonn

Nurse Anesthesia

American Association of Nurse Anesthetists

<http://www.aana.com/>

General website

www.NurseAnesthetist.org

Gerontology

National Gerontological Nursing Association

www.ngna.org

National Institute on Aging

<http://www.nia.nih.gov/>

The American Geriatrics Society

www.americangeriatrics.org

Hartford Institute for Geriatric Nursing

<http://hartfordign.org/>

The Gerontological Society of America

www.geron.org

Midwifery

<http://www.midwife.org/>

American College of Nurse-Midwives

www.acnm.org

Women's Health

www.womenshealth.gov

Pediatric

National Association of Pediatric Nurse Practitioners

<http://napnapce.org/>

Society of Pediatric Nurses

www.pedsnurses.org/

Psychiatric-Mental Health

American Psychiatric Nurses Association

www.apna.org

International Society of Psychiatric-Mental Health Nurses

www.ispn-psych.org

Related articles and journals

www.NursingPlanet.com

Women's Health Care

Nurse Practitioner in Women's Health

www.npwh.org

Association of Women's Health

www.awhonn.org

Obstetric and Neonatal Nurses

www.WomensHealth.gov

Research Opportunities

NIH Summer Internship Program

www.training.nih.gov/student/sip/info.asp

Summer Opportunities

Summer Externship and Opportunity Resource Guide

<http://www.vpul.upenn.edu/careerservices/nursing/externships.pdf>

Becoming a Certified Nursing Assistant

<http://nursingassistantcentral.homestead.com/NurseAideRegistries.html>

Nurse Aide (CNA) Registry Information

<http://www.pearsonvue.com>

Clinical Career Resources & Job Boards

AfterCollege Healthcare

www.aftercollege.com/job-channel/healthcare

Hospitals in the U.S

www.theagapecenter.com/Hospitals/index.htm

American Hospital Directory

www.ahd.com/freesearch.php3

Hospitals in Pennsylvania

www.theagapecenter.com/Hospitals/Pennsylvania.htm

Career Jet

www.careerjet.com

Med Hunters

www.medhunters.com

GasWork.com - For CRNA positions

www.gaswork.com

Nursing Center

www.nursingcenter.com/home/index.asp

Health Career Web

www.healthcareerweb.com

NPjobs.com

www.npjobs.com

Hospital Soup

www.hospitalsoup.com

NursingNet

www.nursingnet.org

Nursing Spectrum

www.nurse.com

Student Nurses

www.StudentNurses.com

