

Melissa's Tips

A former student reports from "the field."

RESUME TIPS

- Keep Email professional.
Time to change: sexyrn1984@yahoo.com;
twinbootie@hotmail.com; 420nurse@gmail.com
- Use keywords in your resume from the job posting
- Change your Facebook page to "private"
- Get business cards-Provide name and title, email, phone number, certificates, linked in address or symbol



INTERVIEW TIPS

- Wear a suit in black, navy, or grey (nothing brown).
- Before going to your interview—think to yourself—what do I want them to know about me?
- Know your resume inside and out. Be prepared to recount stories to back up claims. Practice telling your story in SBAR format (Situation, Background, Assessment, Recommendation).
- Tough questions are posed to see how you handle stress. Smile, take a breath, always keep your patient safe, never leave their side and get help.
- Make a portfolio to bring to your interview. Include: resume with reference page, cover letter, copies of RN license, BLS, ACLS, recommendation letters, and your business card if you have one.
- Be prepared to answer the simple question: Why should we give you this job?
- Last question. What are the next steps? What is the best way for me to follow up?

GENERAL INFO

Free Career Coaching Sites:

- The Muse
- Careerealism.com
- LinkedIn groups
- CareerHMO.com
- RNspiration New Grad Support Group - good FB page to join - includes good resume examples - check out File page
- Nurse Beth (Facebook page)
- Join a professional organization and go to meetings to network