Topics of Discussion

- Cover Letter
- Resume
- Interview
- Licensing
Introduction

- Finding that perfect “fit”. These days it doesn’t have to “fit” perfectly!
- Look for a career, not a job
Cover Letter

- Technology / E-Mail vs. Snail Mail
- Your cover letter is your introduction. It should make the reader want to turn the page to find out more.
- Do your homework and include specifics in the letter...but not too long.
- Target the letter to the facility
Cover Letter

- Never address the cover letter to “whom it may concern”. Investigate names.
- Spell names correctly
- Include the following:
  - Position
  - How you found out about it
  - Why are you interested
  - Why you’re the best
Resumes

- Resumes are personal marketing tools
- They are not autobiographies
- Make sections distinguishable
- Avoid repeating information
- Summarize old work history
- Exclude irrelevant information
Resumes

- Keep job responsibilities brief
- “References upon request” not necessary
- Customize for target job and be specific.
- Do not abbreviate
- Include relevant clinical experience
Resumes

- Font should be “Arial” or “New Times Roman” 10-12 point (not smaller)
- Do not use special fonts like italics
- Don’t spend a lot of money on “Resume Paper”
- Proof read 3 times and then once more
- Also have someone else proof read
Resumes

- If > 1 page, put name at top of subsequent pages or add page numbers.
- Update your resume periodically and when you change employment.
- Keep accurate records.
- Career objectives should be concise yet clear. Tailor your objective to the job(s) you are applying for.
Resumes

Name - Use degrees, etc
Address
Telephone Numbers
Email Address

Career Objective - Keep simple and elegant
Education - Include GP A to date
Include degrees, schools, dates (anticipated grad. date)

Work History - Chronological with most recent first
Include accomplishments

Awards -
Activities -
The Interview

- Prepare AND be prepared!
- Research the organization. You’re interviewing them as much as they’re interviewing you.
- Decide what is important to you in an organization.
The Interview

- This is like an audition. Don’t underestimate first impressions.
- Complete all forms.
- Don’t focus all questions on salary
- Don’t editorialize on competitors
- Arrive on time
- Dress to Impress!
The Interview

- Come prepared with references, transcripts, etc.
- Prepare for “Behaviorally Based Questions”
- Answer questions thoughtfully. Think carefully. Take notes.
  - Background.
  - Why that organization.
  - “What if” scenarios.
  - Likes/Dislikes.
  - Strengths/Weaknesses.
  - Future goals.
The Interview

You should leave with:

- Expectations
- Philosophy of Nursing
- Nursing representation in varying levels of the organization
- Salary/benefits
- Impression of staff on the unit
- Offer of a shadow
Advice

- Listen to your instincts
- Don’t burn bridges
Licensure Tips

- Take NCLEX asap!
- Take the NCLEX for the state in which you plan to practice
- You must pass boards before you can start!
- Know orientation and start dates and plan accordingly.
- You must bring in your original display portion of your license prior to your start date.