

The Job Search: Resume, Cover Letter and Interview Preparation

Overview

- The Resume
- The Cover Letter
- References
- The Job Application
- The Interview
- The “Mock Interview”

The Resume

- A snapshot of your background at a particular point in time.
- Requirement to be considered for a position in many organizations.
- Like an ad, so sell yourself!

The Resume

- Header
- Objective
- Education
- Licensure/Certifications
- Clinical Experience/Relevant Work Experience
- Volunteer Experience
- Honors & Awards
- Professional Affiliations

The Resume

- **Do:**
 - Keep your resume clean and easy to read/follow
 - Keep it short (1-2 pages is ideal, 3 is okay)
 - Proofread (use correct grammar and spelling)

The Resume

- **Don't:**
 - Use photos or other graphics
 - Use color (keep your resume black and white)
 - Include personal information (i.e. SSN, age, sex, marital status, hobbies)
 - Include references (always keep these separate)
 - Use I, me or my

The Resume

- **Header:**
 - Name
 - Address
 - Email address
 - Telephone number
- Be sure to update your resume if you move or get a new email address/phone number

The Resume

- **Objective:**
 - Optional, if you decide to include an objective it should:
 - Be one or two sentences
 - Not focus on what you need or want, but rather how you'll use your education and skills to contribute

The Resume

- **Education:**

- If you're a new grad, this should be listed first on your resume (or under your objective if you've included one)
- Include the following (list most recent first):
 - Name of school/university (including City and State)
 - Degree achieved (or anticipated)

The Resume

- **Licensure/Certifications:**
 - List all current/active licensure and certifications including month/year they expire
 - Examples may include: State license, BLS, ACLS, PALS, etc.
 - If you have a pending license or certification, still include it with an anticipated date of completion

The Resume

- **Clinical Experience:**

- Each rotation should be listed individually on your resume with the following information:
 - Month/year or semester/year of completion (or anticipated completion)
 - Organization/Facility (including city and state)
 - Type of rotation (i.e. General Surgery, Family Med)
 - You may also include a brief sentence or two that highlights key skills you learned or procedures performed during that rotation
 - Highlight rotations that are similar to positions you're applying to

The Resume

- **Relevant Work Experience:**
 - List all relevant experience (any other healthcare experience)
 - Title, employer, location (city & state), dates
 - Date should be listed as mm/yyyy – mm/yyyy
 - Keep it short by only highlighting important or main responsibilities using bullet points
 - You can elaborate more during an interview
 - Tailor skills and experience to the position for which you're applying to

The Resume

- Which work experience is better?

Registered Nurse 2004-2006

Boston Medical Center, Boston, MA

ICU experience with job duties including providing direct, intensive medical and emotional care to patients of all ages suffering from trauma and burn injury.

Registered Nurse – Surgical ICU **12/2003 – Present**

Boston Medical Center, Boston, MA

- Work with a team of skilled professionals to manage clinical outcomes for patients with multiple comorbidities recovering from major abdominal, cardiothoracic, ENT, oncological, and transplant surgeries.
- Educate patients and families in post-surgical care.
- Monitor ventilator settings to ensure adequate oxygenation for intubated patients while analyzing blood gases and managing continuous sedation.

The Resume

- **Volunteer Experience:**
 - Similar to work experience, list most recent first and include organization, location, title and dates
- **Honors & Awards**
- **Professional Affiliations**
 - Highlight leadership roles
 - Don't use abbreviations or acronyms

Graphic Designer & Writer

Mobile: +1 204 367 8892
Email: jimdw@jimdw.com
Website: jimdw.com

Graphic Manager
Immediate Design Company
Type, layout, illustrations, no limits
with creative. \$10000/month. 100%
out, 100% our guarantee.

Design Specialist
Imaginaire Design Company
The new, current modernism is not simply
newer profiles. It's a new spirit. One that
isn't afraid to be grand.

Design Specialist
Irresistible Design Company
Let us turn your imagination into reality
with artful, timeless objects that you
can't resist, and guarantee
clients will rave about your artwork.

Design Engineer
Incredible Design Company
The most current information on new products and the design aspect of the product is available.

University of Salford, UK
Course: PhD Graphic Design
Period: 2012-2013
 Research major visually record, of local
 non-physical public functions, the

University of Surrey, UK
Gordon W. Web & Graphic Design
March 2008-2012
(Project: main website redesign) of Surrey
with involvement in Surrey's design

Graphic Designer & Web Developer

Website: www.2024.167.8010
Email: info@2024.com
Website: www.2024.com

Graphic Manager
Imagimagic Design Company
Turn the current conditions around, consistent with reputation, return the best results. System quickly (like positioned machine) integrate, install, repair. One hundred hours, design, innovation at Imagimagic. At Imagimagic, we want to make your company a better place.

Design Specialist
Impossible Design Company
To us, your imagination is the constant and inspiration for all design decisions. From upstart film production houses, ad agencies, and start-ups to established corporations, we provide the creative solutions that drive your business forward.

Design Specialist
Incredible Design Company
For me, current experience is not content and reputation define
coldest state. Under search for position and unique design
and search your company.

Design Engineer
Innovative Design Company

University of Saskatchewan U.S.A.
 Course: PhD Graphic Design
 Period: 2013-2015
 Project: I had certain kind of focused individuals and some non-creative people because of their own system.

University of Sunderland, UK
Course: BSc, Web & Graphic Design
Period: 2008-2012
 Punctul meu centralizat, al doilea studiu de caz, cu un
 nou mod de a organiza informația de către utilizator



On any other Ocean, passengers could expect to find out in an hour, at least, what was going on. But here, passengers must find out what was going on in the ship's kitchen, and then, if they are lucky, find out what was going on in the ship's engine room. The ship's captain, who is the only person on board who can tell you what is going on, is the only person on board who can tell you what is going on. The ship's captain, who is the only person on board who can tell you what is going on, is the only person on board who can tell you what is going on.

Category	Percentage
Professional	30%
Design	25%
Illustration	25%
Documentation	15%
Photo	10%
City	10%

New Grad, BSN, RN

123 Road
Madison, WI 53711
(123) 123-456
newgrad@uwalumni.com

EDUCATION

University of Wisconsin Madison – Madison, WI <ul style="list-style-type: none">Doctor of Nursing Practice, Adult/Geriatric Primary Care	09/4/2016 - 05/5/2018
University of Wisconsin Madison – Madison, WI <ul style="list-style-type: none">Bachelor of Science, Nursing	05/2008

LICENSURE & CERTIFICATIONS

Registered Nurse Licensure State of Wisconsin	Expires February 2020
ANCC Adult Geriatric Primary Care Certification	Anticipated May 2018
State of Wisconsin APN	Anticipated May 2018
Basic Life Support	Expires June 2019

CLINICAL ROTATIONS

UW Health, West Clinic – Madison, WI <i>Internal Medicine and Women’s Health Clinic</i> <ul style="list-style-type: none">Primary care management, treatment, and diagnosis of acute and chronic illnesses, complex disease management, and gynecological care. Focused on disease prevention through screening, and promotion of healthy lifestyles. Performed complete physical and gynecological exams	Spring 2018
UW Health, The American Center – Madison, WI <i>Cardiac Preventative Health</i> <ul style="list-style-type: none">Provided advanced cardiac preventative healthcare through diagnoses, education, screening, management, treatment and follow-up for patients with coronary artery disease, advanced hypertension, atrial fibrillation, hyperlipidemia, congestive heart failure, and valvular heart disease	Fall 2017
Beloit Area Community Health Center – Beloit, WI <i>Family Medicine</i> <ul style="list-style-type: none">Evaluated and managed acute conditions and chronic disease including hypertension, diabetes, hyperlipidemia, HIV, and chronic obstructive pulmonary disease, focusing on uninsured and underserved rural and agricultural population	Spring 2017
UW Health, University Station – Madison, WI <i>Internal Medicine</i> <ul style="list-style-type: none">Provided primary care management for a variety of chronic and acute health conditions with emphasis on screening, wellness, health education, family planning, and disease management	Fall 2016

RELEVANT EXPERIENCE

Registered Nurse <i>UW Health Orthopedics - Madison, WI</i> <ul style="list-style-type: none">Provide nursing care on a 27-bed adult/geriatric orthopedic-trauma unit with a focus on joint replacement, spine surgeries, orthopedic trauma, and orthopedic tumors and infectionsEducate patients and families in pre/post-surgical care, diabetes management, pain management, smoking cessation, and wound managementPrecept nurse residents, new staff, and nursing students	11/2010-Present
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AWARDS & HONORS

Dean’s Honor Roll, University of Wisconsin Madison	2006-2008
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PROFESSIONAL AFFILIATIONS

Member of The National Association of Orthopaedic Nurses	5/2011-Present
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Resume vs Curriculum Vitae (CV)

- **Curriculum Vitae:**
 - Includes everything from your resume plus:
 - Teaching experience
 - Presentations
 - Research experience
 - Publications
 - Thesis/Dissertation
 - Grants and fellowships

The Cover Letter

- Give enough information to catch the interest of the person reading it but don't overwhelm them
- Specifically tailor to the company and position you are applying for
- Proofread (use correct grammar and spelling)
- Should be 3-4 paragraphs in length
 - Opening paragraph, highlight your skills/abilities, closing paragraph

New grad NP
123 Road
Madison, WI 53711
(123) 123-4567
newgrad@uwhealth.org

October 1, 2018

UW Health Human Resources
301 S. Westfield Rd, Suite 200
Madison, WI. 53717

To Whom It May Concern:

It is with great interest that I am responding to the Family Medicine Nurse Practitioner position as advertised on the UW Health Career Website. I have worked in the nursing field for 10 years, both as a registered nurse on a general surgery inpatient unit and most recently in an outpatient family medicine clinic. I recently graduated as a Family Nurse Practitioner from the University of Wisconsin – Madison and believe that my education coupled with my clinical experience as a nurse make me a great candidate for this position.

I am always looking forward to new challenges, am a quick learner, and have a commitment to high quality performance, and believe that I would be a great asset to the Family Medicine team. During my family medicine clinical rotation, I had the pleasure to learn procedures such as pap smears, skin lesion removals, and IUD insertions and removals. Additionally, throughout my experience I have gained a great understanding and ability to utilize the patient's medical history, disease symptoms, physical findings, and diagnostic information to develop in-depth patient care plans that are consistent with professional practice guidelines and evidence-based practice.

I am very interested in beginning my career with UW Health and believe that my skills and experience prepare me well. I look forward to discussing my career options with you. Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,

New Grad NP

References

- Confirm references are willing to provide information
- Recommended:
 - Current and former managers
 - Academic Advisors and Faculty
- Not Recommended:
 - Family and Friends

References

- Use your personal header on the References Page.
- Include the following information for each reference:
 - Name
 - Title
 - Relationship to reference
 - Phone
 - Email
 - Preferred method of contact

The Job Application

- Make sure what you're applying for is realistic
 - Minimum qualifications (do you meet these?)
 - Required vs. Preferred Experience
 - Job responsibilities (i.e. inpatient vs. outpatient)
 - Hours/Schedule
- Fully complete online job applications and be honest
- Don't limit yourself – apply to as many positions that you're interested in and that are within your education and training

The Interview

- Process:
 - Phone interview
 - In-person or “Video” interview

The Interview

- Prepare
 - Make a list of companies and jobs that you applied for
 - Practice your responses to questions
 - Use the S.T.A.R. method

Phone Interview

- **Do:**
 - Have a copy of your current resume in front of you
 - Record a professional voicemail message
 - Listen carefully
 - Talk slow, clear, and smile.
 - Stand up during the call
 - Use correct grammar
 - Be prepared to ask relevant questions

Phone Interview

- **Don't:**
 - Speak negatively or use “uh” or “um”
 - Eat, drink or chew gum
 - Do other things
 - Type on the computer
 - Put an interviewer on hold
 - Assume the interviewer knows your skills
 - Rush through answers
 - Give yes or no answers
 - Long winded detailed reponses.

Video Interview Preparation

- Test out your connection prior to the interview if possible.
- Dress professionally.
- Maintain eye contact.
- Maintain good posture.
- Choose a quiet location with a clean background.

The Interview

- Interview Questions:
 - Be able to share your strengths and weaknesses
 - Behavioral based interview questions
 - Can you provide me an example of a time you
 - Walk me through a time you....

The Interview

- Behavioral Interview Questions:
 - Walk me through the angriest patient you had to deal with.
 - Can you describe a time you were under pressure to make an immediate decision without the aid of a supervisor/manager?
 - Can you provide me an example of a time you felt patient confidentiality might be compromised.

The Interview

- What questions could you ask at the end of an interview?
 - Work culture
 - Management style/expectations
 - A day in the life of
 - Growth potential
 - Training
 - When can I expect to hear back about the position?

The “Mock Interview”

Please sign up for a time if you haven't already!

Questions

Questions?