

Nursing Resumes & Cover Letters: Your Marketing Tools



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Here's the good news.....

- Job Outlook from 2018-2028:

Predicted growth 11-12% (much faster than average)

- Projected Job Openings 210,400
 - Median pay is \$71,730
 - \$28.00 - 34.48 an hour
- Desirable positions remain competitive

Who Hires UMass Nurses?

- Baystate Medical Center
- Newton-Wellesley Hospital
 - Mass General Hospital
- Beth Israel Deaconness Hospital
 - Boston Children's Hospital
 - Boston Medical Center
 - Cooley Dickinson Hospital
 - Yale New Haven
 - Brattleboro Retreat
- Berkshires, CT, NH, NY, DC Hospitals, etc.

Resume Tips

- 1 page is preferred
- Don't use a template
- Simple fonts: Times New Roman, Arial, Calibri font, size 10-12
- Use bullet points & use action verbs at the beginning of each description
- Don't use "I" statements
- After sophomore year, do not include high school activities
- Use key words/phrases, skills exactly from description in your resume & letter
- Keep experiences relevant to the position that you are applying for
- Use adjectives & descriptors: dedicated team member, passionate, efficient
- ATS ready: Use simple headings/a clean format (Education, Skills)
- Don't put your contact info in "Headers" (ATS might not read it)
- Label your resume when submitting: *msmithresume.doc*

Nursing Specific

- **Contact Info** (LinkedIn is optional)
- **Education – Mention high GPA, Honors, Scholarships**
University of Massachusetts Amherst, BS in Nursing (or spell out Bachelors of Science)
- **Highlight pending Licenses & Certifications (State & effective dates)**
- **Internship first, then Clinical Rotations** (include depts. & # hours)
- **Related Professional Employment**
- **Volunteer Work**
- **Skills Section with: nursing skills, specializations**
- **Affiliations**
- **Objective at top is not necessary. Use a cover letter**
- **A Qualifications Summary section is better for experienced nurses**

Cover Letters

- Preferred Qualifications (not deal breakers), but Required Qualifications are!
- No more than 1 page, 3-4 paragraphs
- Don't make them sound "canned"
- Tailor for reach position
- Research: Go beyond job description, website, social media, alumni
- Analyze the job duties; address some skills & competencies needed in letter
- Cover letters SHOULD NOT just name them, but DEMONSTRATE them
- Have multiple eyes look at your cover letters before you send them out
- These get easier 😊
- Tips & examples

Questions about resumes & cover letters?
Will be time for critiques....



Interviewing – Are you a good fit?



Before the Interview

- **Research: Read the job description again & learn about the unit**
- **Prepare & practice. “Tell me about yourself” question**
- **Interviews: In-person, Phone, Zoom/Virtual, Committees**
- **Plan to wear professional attire & pay attention to grooming**
- **Know what you’re going to talk about.**
- **Prepare 2-3 questions to ask them. “*What type of nurses thrive here?*”**
- **Arrive 15 minutes early**
- **Bring a notebook – will help you ask Q’s at end**
- **Turn your phone off**
- **Take a deep breath**
- **Firm handshake & smile**
- **Nurse.org – Guide to Job Interviews, Big Interview**

During the Interview

- **Maintain eye contact & practice active listening/nodding & sounds of affirmation**
- **Show enthusiasm**
- **Keep your answers concise - don't be TOO long (1-2 mins.)**
- **If you need to ask for clarification, do so. Don't make up an answer just because you didn't understand the question.**
- **Be ready for standard Q's:** What interests you about working here?
What qualifications do you bring? What do you know about our unit?
- **Be ready for behavioral or case-based Q's:**
Tell me about a time you had to work with a difficult coworker.
How did you handle it? Talk about a conflict with a healthcare team member.
- **Be a storyteller. Use SBAR**
S-Situation, B-Background, A-Assessment R-Recommendation
- **Be ready to give examples of strengths & weaknesses**

After the Interview

- **If the interviewer didn't let you know the hiring timeline, ask about next steps**
- **Thank the interviewer(s), give handshake & smile😊**
- **Ask for a business card**
- **Send thank you notes by email or mail, highlighting some of the topics you covered or experiences you want to re-emphasize**
- **Waiting is the hardest part**
- **If you haven't heard back after the timeframe that the interviewer stated, wait 3-5 extra business days, THEN reach out via phone**

Reminders

- The best interviews should feel like conversations
- You don't need to know everything
- Many levels of recruiter abilities: You are not obligated to answer questions about demographics (race, gender, national origin, age, marital status: illegal). The question an interviewer is allowed to ask is “Are you certified to work in the USA without sponsorship?”
- What do you do if asked an illegal question?
- Bring your resume with you
- Ask your faculty & mentors about specific application issues

Asking for References

- Faculty
- Former supervisors, members from clinical rotations or related work
- “Ask them” if they would be one
- Give references the job description, resume
- Remind them of classes you took with them, research papers you did, etc.
- Meet with them for advice
- Make sure they know you
- Verbal, written letters, forms, etc. ATS systems do them differently

Questions regarding interviewing?



Employment Resources

- Where you did clinicals
- Faculty, friends & alumni contacts (e-Visors)
 - UMass Amherst Handshake
<https://umass.joinhandshake.com>
- SPHHS Career Panels, Wed. Mar. 25 4-8pm CC,
SPHHS Fair, Mon. Feb. 24 10-3pm
- <https://www.liquidcompass.com/institutions/umass-amherst>
 - <https://www.partners.org>
 - www.nurse.com
 - www.healthcareers.com

Questions about job searching & networking?



Let's dig into those resumes! Did you Score a 10?

1. One page
2. Did not forget personal contact info
3. Education is at top, not bottom
4. Status of certification/license is included
5. Internship then clinical rotations/ named depts/units
6. Related experiences only /does not have unrelated "stuff"
7. Used action words & adjectives in descriptions (no "I's")
8. Has a nursing skills/procedures section
9. Looks good – easy to read
10. No typos!

Contact Us!

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