CHANDLER-GILBERT COMMUNITY COLLEGE
2626 E. Pecos Rd. Chandler, AZ 85225 | 480.732.7000 | **www.cgc.edu**

Student Nursing Resume Guide

Career Services
Chandler-Gilbert Community College, Pecos Campus SC159
Student Affairs Area of Bluford Building, Williams Field Campus (Wednesdays Only)
Career.advisor@cgcmail.maricopa.edu
(480) 857-5211

CHANDLER-GILBERT COMMUNITY COLLEGE

Resources for Nursing Professionals

Health Career Web Sites

Absolutely Health Care	www.healthjobsusa.com
Allied Health Jobs	www.alliedhealthjobs.com
American Nurses Association	http://www.ana.org/
AZ Central	www.azcentral.com
AZHealthJobs.com	http://www.azhealthjobs.com/
Banner Health	http://www.bannerhealth.com/
Catholic Healthcare West	www.chwhealth.org
Center for Health Careers	http://www.chc.hcwp.org/
Health Care Source	http://www.healthcaresource.com/
Health Career Web	http://www.healthcareerweb.com/
Health Care Jobs Online	www.hcjobsonline.com
Health Direction	www.healthdirection.com
Hospital Jobs Online	www.hospitaljobsonline.com
Indeed	www.indeed.com
Jobing.com	www.jobing.com
Maricopa Career Network	www.maricopa.edu/careers
Chandler-Gilbert Career Center Community College	www.cgc.edu/careers

Career Services
Chandler-Gilbert Community College, Pecos Campus SC159
Student Affairs Area of Bluford Building, Williams Field Campus (Wednesdays Only)
Career.advisor@cgcmail.maricopa.edu
(480) 857-5211

CHANDLER-GILBERT COMMUNITY COLLEGE

Nursing Skills

Companies look to hire applicants who can take care of specific needs.

What are hiring departments looking for in an applicant?

Hiring managers are thinking about some general areas of concern such as the categories listed. The statements within the categories are a way to show the decision makers that you have the skills they need.

These statements are then put into your, "Highlights of Qualifications" section on your resume. Note: these statements are samples that need to be combined and summarized. Do not put the entire list on your resume.

Patient Care Experience

- Able to implement safe, competent, and ethical nursing interventions for clients and families in the healthcare setting according to institutional policy and regulations
- Accustomed to working with a healthcare team to develop a plan of care
- Experienced using critical thinking skills to make decisions within the range of nursing responsibilities
- Familiar with utilizing standards of care to safeguard client health and well-being
- Able to administer and document patient medications as instructed in care plan
- Experienced in assisting with the admittance and discharge of patients
- Ability to develop and implement client care plans based on the needs of the patient
- Ensure a therapeutic environment by applying nursing strategies to the workplace

Patient Care and Customer Service

- Experienced interacting with patients and staff members in a professional, culturally sensitive manner
- Adept at listening to patient questions and concerns; responded with informative answers in common terminology
- Able to develop rapport with patients, families, staff members and physicians
- Experienced in communicating patient status to team members during shift changes to ensure consistent client care
- Worked as a member of a team to provide excellent service to clientele

Technical Skills

- Familiar with _____ system of logging entries regarding patient care
- Able to acquire patient health history; obtain vital signs, weight, and specimens
- Experienced in charting client progress in a computerized database
- Experienced in assessing patient status and notifying physician of clinical changes
- Adept at educating patients/families on health care needs, conditions, medical options, medication schedules, and self care upon discharge
- Able to perform medical tasks in accordance with hospital and governmental policies
- Under the physician's direction, have analyzed patient condition and implemented appropriate intervention
- Accurately calculate and prepare medication doses based on physician's recommendations
- Assessed and documented physical condition of patients, administered medications, placed catheters, started IVs (intravenous medications), changed dressings, and assisted with patient discharges
- Provided direct patient care including personal hygiene, ambulation, feeding, and post-op instruction
- College level training in medical terminology and working with patients including HIPAA regulations

Career Services
Chandler-Gilbert Community College, Pecos Campus SC159
Student Affairs Area of Bluford Building, Williams Field Campus (Wednesdays Only)
Career.advisor@cgcmail.maricopa.edu
(480) 857-5211

Sample Cover Letter

A cover letter must accompany your resume in your job search.

The purpose of the letter is to interest the reader in viewing your resume.

The resume's purpose is to get the interview. It does this by showing the potential employer how your skills and experiences match the skills needed for the job.

Your Street Address
City, State ZIP
Date

Name of Company
Street Address
City, State ZIP

Attention: Personnel (or name of person, if you know it)

In reply to your recent advertisement (in the Arizona Republic, on your web site, on the Internet,) I am enclosing my resume for consideration in your search for a nurse job reference number _____.

I believe my background is just what you are looking for in an applicant. (Add something that makes you unique- your patient care philosophy, your experiences etc. You are looking for a nurse who…)

I look forward to the opportunity to meet with you to further discuss ways in which I can best serve the (name of the company) in the position of _____.

Sincerely,

Sign your name here.

Your Name
Your Phone Number (with area code)
Your Email Address

Career Services
Chandler-Gilbert Community College, Pecos Campus SC159
Student Affairs Area of Bluford Building, Williams Field Campus (Wednesdays Only)
Career.advisor@cgcmail.maricopa.edu
(480) 857-5211

Sample Nursing Resume

Chris Nurse
1234 West Medical Street
Chandler, Arizona 85224
Home: 988-1111 Cell: 988-1212
Email: fsample@aol.com

Objective Registered Nurse (job reference number 12345)

Certifications

- Registered Nurse, estimated completion August 2011
- CPR (Cardiopulmonary Resuscitation), expires 2012
- First Aid Certified, expires 2012

Highlights of Qualifications

- Able to implement safe, competent and ethical nursing interventions for clients and families in the healthcare setting according to institutional policy and regulations.
- Able to work effectively with hospital staff members, patients and family members
- Excellent record keeping skills with a strong emphasis on accuracy
- Computer skills include Microsoft Word, Excel, PowerPoint, and Access

Related Work History

2011 – 2011 Student Nurse Chandler Regional Hospital Chandler, Arizona

Duties included performing clinical rotations in Medical / Surgical, Oncology, Orthopedic, and Obstetric units, assessing and documenting physical condition of patients, administering medications, placing catheters, starting IVs, changing dressings, and assisting with patient discharges. Also responsible for providing direct patient care including personal hygiene, ambulation, feeding, and post-op instruction. Reported observations to Preceptor and worked as part of a medical team.

2010 – 2010 Student Nurse Gilbert Mercy Hospital Gilbert, Arizona

Duties included performing clinical rotation in Medical/Surgical unit, working with patients by explaining post-op procedures and encouraging good personal care practices, performing physical assessments and assisting with daily living tasks. Under supervision, administered medications, started IVs, placed and discontinued Foley catheters.

2005 – Present Cashier Fast Food Galore Chandler, Arizona

Worked as a member of a foodservice team to provide good customer service. Duties included: taking customer orders, coordinating with kitchen, serving food, working cash register and general cleanup.

Education

Associate of Applied Science, Nursing (RN) estimated completion August 2010
Chandler-Gilbert Community College, Chandler, AZ

Sample Thank You Letter

A follow-up letter shows interest and appreciation.

Your competition may not be sending out follow-up letters. Sending one is expected and makes you stand out.

Thank them for the interview and advice.

Summarize your qualifications or highlight a unique qualification for the specific job.

Indicate your interest in taking the "next step".

Your Street Address
City, State ZIP
Date

Name of Company
Street Address
City, State ZIP

Attention: First and Last Name of Interviewer

Thank you for the opportunity to interview for the position of _____. This sounds like an exciting job and I am interested in working for (name of company).

(In this paragraph, add something about the interview; something he/she told you about the work they do, if you received a tour, something complimentary about what you saw such as; the tour was really great. I especially liked the fact that each nurse had the responsibility for....)

I appreciated the opportunity to meet with you and I look forward to hearing from you soon.

Sincerely,

Sign your name here.

Your Name
Your phone number (including the area code)
Your Email Address

Career Services
Chandler-Gilbert Community College, Pecos Campus SC159
Student Affairs Area of Bluford Building, Williams Field Campus (Wednesdays Only)
Career.advisor@cgcmail.maricopa.edu
(480) 857-5211