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### Writing your resume: Pre-Nursing students

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This handout is a basic overview of the resume writing process and offers you samples and tips. The CON Career Advisor offers appointments and workshops for reviewing resumes. Minimally, ask someone close to you, or your classmates, to look over your resume. Most people find that someone else's opinions help since the resume is such a personal document. There usually isn't a right or wrong way to do a resume. What matters most is that your strengths and skills are well showcased.

#### **The truth about resumes:**

Most recruiters do one of two things when looking at resumes:

1. Scan the resume into a computer program and do a keyword search (looking for specific terms or phrases that the employer deems important),
2. Scan the resume visually, spending about 15 seconds.

Either way, the first look at the resume is not in depth. This frames how you should think about the document. It has to be something that someone could look at quickly and garner quality information and it has to be put together well enough to incorporate some of the keywords for which the recruiter might look.

#### **Structure/Format:**

Most resumes will have a minimum of **three sections**. Many will have more. The basic three are:

1. Contact Information
2. Education
3. Relevant Experience

You may also have a fourth section with extra things, depending on what you want to market to the employer.

Choose your section headings carefully since they immediately jump out at the reader. Pay attention to your format. There isn't a best format, although some are better than others. If you ever need to change something on your resume (which almost all people do), you'll be happier if you haven't used a template. Templates make changing sections and content difficult. The bottom line is that the format should be clean and organized; things should look consistent and line up well. Also, most resumes will only need to be one page.

#### **Presentation:**

If you're sending your resume in, you'll want to print it on high quality resume paper. Neutral colors are best. Resume paper can be found at any bookstore or office supply store. You don't have to list every experience you've had; pick the most recent and the most relevant.

**Content:**

Your resume's content briefly outlines who you are, what you've done, and what you've learned. Content on a resume is not in complete sentence format. This is so the reader can get to the point quickly. You don't need to put anything about references on the resume - they go on a separate document.

The 3 components to a resume description:

1. Verb (Tired of using the same old verbs? Do is do an internet search for "resume verbs" and have fun looking at all of your options!)
2. What you did
3. How what you did relates to the bigger picture (why was it important, what strength was developed, why the reader should care)

In most cases, you can follow one of the formulas below to write the descriptions:

- **Verb, what you did, *how much?***
- **Verb, what you did, *how did you do it?***
- **Verb, what you did, *why did you do it?***
- **Verb, what you did, *what strength or skill was developed?***
- **Verb, what you did, *with what?***

Some examples...

- Trained employees on office policies and procedures to enhance customer service
- Utilized creativity and problem solving skills when caring for infant triplets
- Collaborated with fellow servers in a fast paced environment

**Nicholas PreNurse**  
**Nurse.20071@osu.edu**  
**614-999-9999**

**Present Address:**

3200 Nursing Blvd  
Columbus, OH 43210

**Permanent Address:**

30 Home Dr  
Hometown, OH 43210

**Education**

The Ohio State University  
*Pre-Nursing*  
GPA: 3.5/4.0

Columbus, OH  
June 2014

**Experience**

Riverside Hospital  
*Volunteer*

- ?
- ?

Columbus, OH  
June 2010-present

Muscular Dystrophy Association  
*Volunteer*

- ?
- ?

Columbus, OH  
August 2009-June 2010

Whetstone High School  
*Senior Class President*

- ?
- ?

Columbus, OH  
Sept. 2009-May 2010

Cap City Diner  
*Server*

- ?
- ?

Columbus, OH  
Sept. 2007-May 2010

**Additional Skills**

- Trained in CPR
- Certified Lifeguard

Naomi PreNurse

Naominurse.1@osu.edu

614-888-8888, 345 Campus Address Dr. #395, Columbus, OH 43210

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**Objective:** Position as a volunteer at Grant Medical Center to gain more experience in a hospital and use my customer service skills.

### **Education**

Pre-Nursing

The Ohio State University, Columbus, OH, June 2014

### **Health Care Experience**

Volunteer

Mt. Carmel Hospital Maternity Unit, Columbus, OH, August 2010 - present

- ?
- ?
- ?

Volunteer

The Ohio State University Medical Center, Columbus, OH, January - June 2009

- ?
- ?
- ?

### **Work Experience**

Cashier

Kroger, Worthington, OH, June 2005 - present

- ?
- ?

### **Additional Activities and Skills**

- Habitat for Humanity Volunteer, September 2009 - present
- Delta Gamma Sorority, September 2010 - present
- Conversational in Spanish

