

Aleah Andrews

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Graduating May, 2012: Bachelor of Science in Nursing (BSN) St. Mary's University
GPA 3.78/4.0 • Bilingual English/Spanish • Five Years CNA experience

QUALIFICATIONS

Experienced Healthcare Professional known as a patient advocate and team player; I believe in empowering patients by delivering health education and nursing care that enhances wellness and quality of life.

Strengths and Key Skills:

- **Reliable and Responsible;** perfect clinical attendance award three years in a row
- **Strong Analytical Skills;** capable of assessing conditions and implementing appropriate interventions
- **Resourceful;** problem solver capable of implementing solutions to complex problems
- **Relates;** well to people from a variety of cultures
- **Possesses Special Sensitivity;** meeting diverse needs in varied situations

PROFESSIONAL EXPERIENCE**Certified Nursing Assistant – Rainbow Lane Long Term Living Center – Hope, PA** 2007 – present

- Performed patient care in a long term, geriatric care center
- Hospice and terminally ill care of patients and families
- Alerted nurses to changing patient conditions; both adverse and favorable
- Collaborated with nurses to prioritize daily assignment and reprioritized as needed
- Responsible for patient care of 13 bed unit

Resident Advisor – St. Mary's University – Boston, Ma 2010 – present

- Supervision and emotional support of students in a dormitory setting
- Organize and implement social and academic activities
- Provide tutoring for students in college learning center
- Referred students to various college and community resources as needed

EDUCATIONAL EXPERIENCE**Student Nurse / Clinical Rotations–University Hospital– Boston, Ma** 2008 – present

Responsible for up to five patients under the supervision of Clinical Instructor and a variety of Registered Nurses planning and providing bedside care, treatment and clinical documentation for patients on cardiac, oncology and medical-surgical floors. Handled medication administration, dressing changes, IVs and all other aspects of nursing care. Facilitated admissions, discharges and transfers; prepared chart notes and other documentation; and participated on interdisciplinary team.

EDUCATION

St. Mary's University

- Bachelor of Science in Nursing
- Eligible for RN license

Boston, MA

May, 2012

May, 2012

Tulsa Community College

- Certificate- Certified Nursing Assistant

Tulsa, PA

August, 2007

COMMUNITY INVOLVEMENT

Student Nurse's Organization Member**2008 – present****National Student Nurse's Organization Member****2008 – present****Toys for Tots Drive Coordinator****2006 – 2007**

Resume tips:

Your resume is your own personal advertisement, or marketing tool, and like any advertisement its purpose it to get a person's (the nurse recruiter's) attention. Recruiters get volumes of resumes and going through them can be tedious. They don't have time to read every word the first time. They initially scan through them find what appear to be the top candidates and those resumes get set aside for the "short list"; the others get tossed out. How do you make it into the "short list"?

- Have your resume hand delivered or emailed to the recruiter by an inside employee; a unit manager if possible. Personally recommended candidates always make the short list.
- If you don't know anyone on the inside, then make sure your resume jumps out at the recruiter. What extra skills do you bring or, what makes you unique? The above resume has a type of 'heading' area. Bachelor of Science, high GPA, bilingual, and prior healthcare experience are highly desirable candidate features. They are listed at the top, front, center and **bold**. The recruiter is going to appreciate you making their job easier, demonstrating you are an excellent communicator, making a positive first impression for your name.
- Recruiters will search resume databases using "key words" to find the types of candidates they are looking for. Make sure your resume is full of keywords. How do you know what the recruiter is looking for? That depends on the recruiter. A good place to look for "key words" is in new grad job descriptions.
- Hospitals are hiring new grads to specialties. If you have a genuine interest for Telemetry or Oncology, work it into your resume and / or cover letter. Create a resume for each of your interests and insert specialty relevant "key words". If your specialty interest match the departments looking for nurses you could find yourself on the hiring short list.

Thoughtfully crafted resumes can get to the short list by being rich with "key words" pertinent to the area you are applying for, capture the reader's attention, stir desire, and generate action -- an interview!