

CAREER SERVICES

BSN Job Search Series:

Resume & Cover Letter

• UNIVERSITY *of* PENNSYLVANIA •



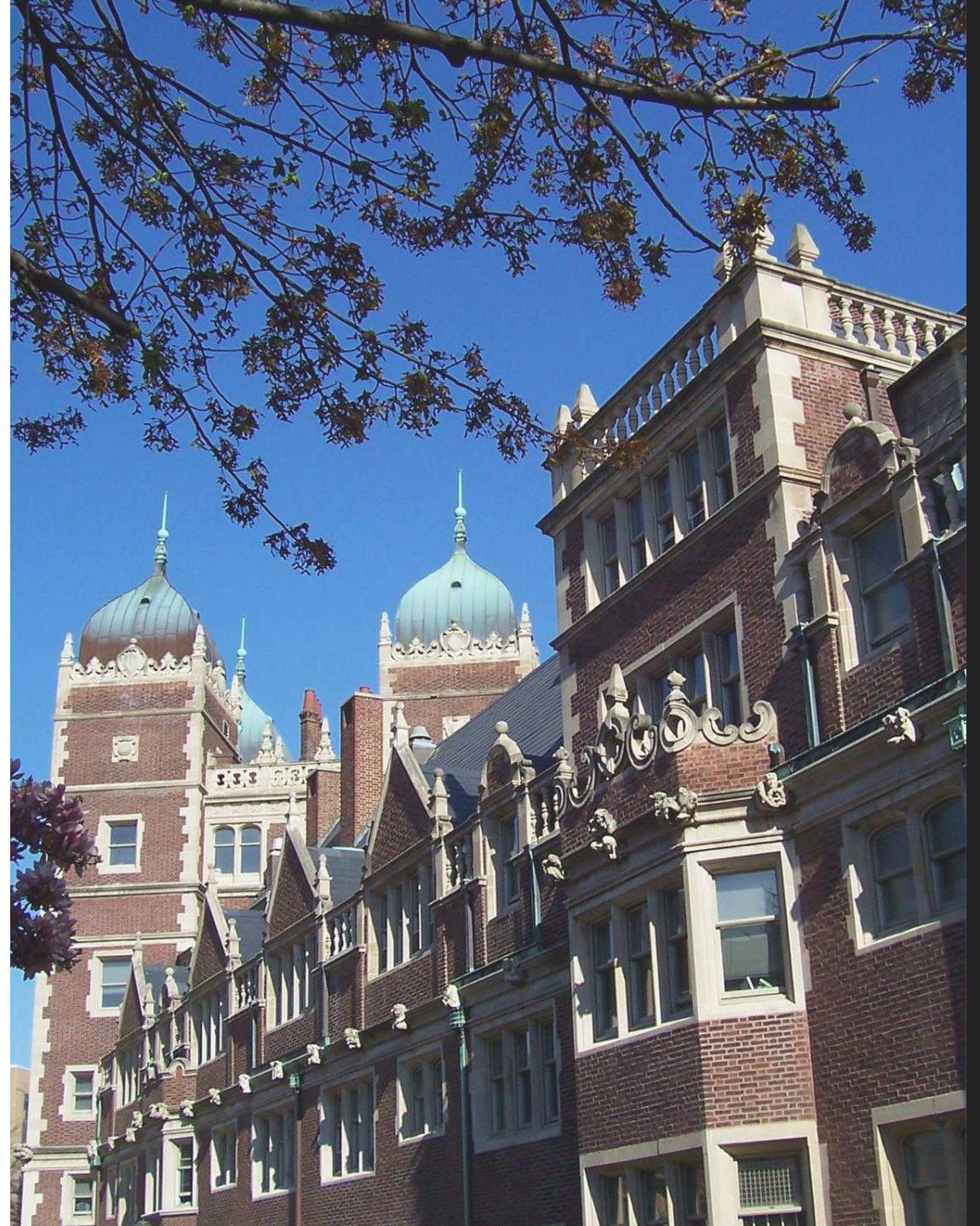
Career Services

UNIVERSITY *of* PENNSYLVANIA



What will be covered

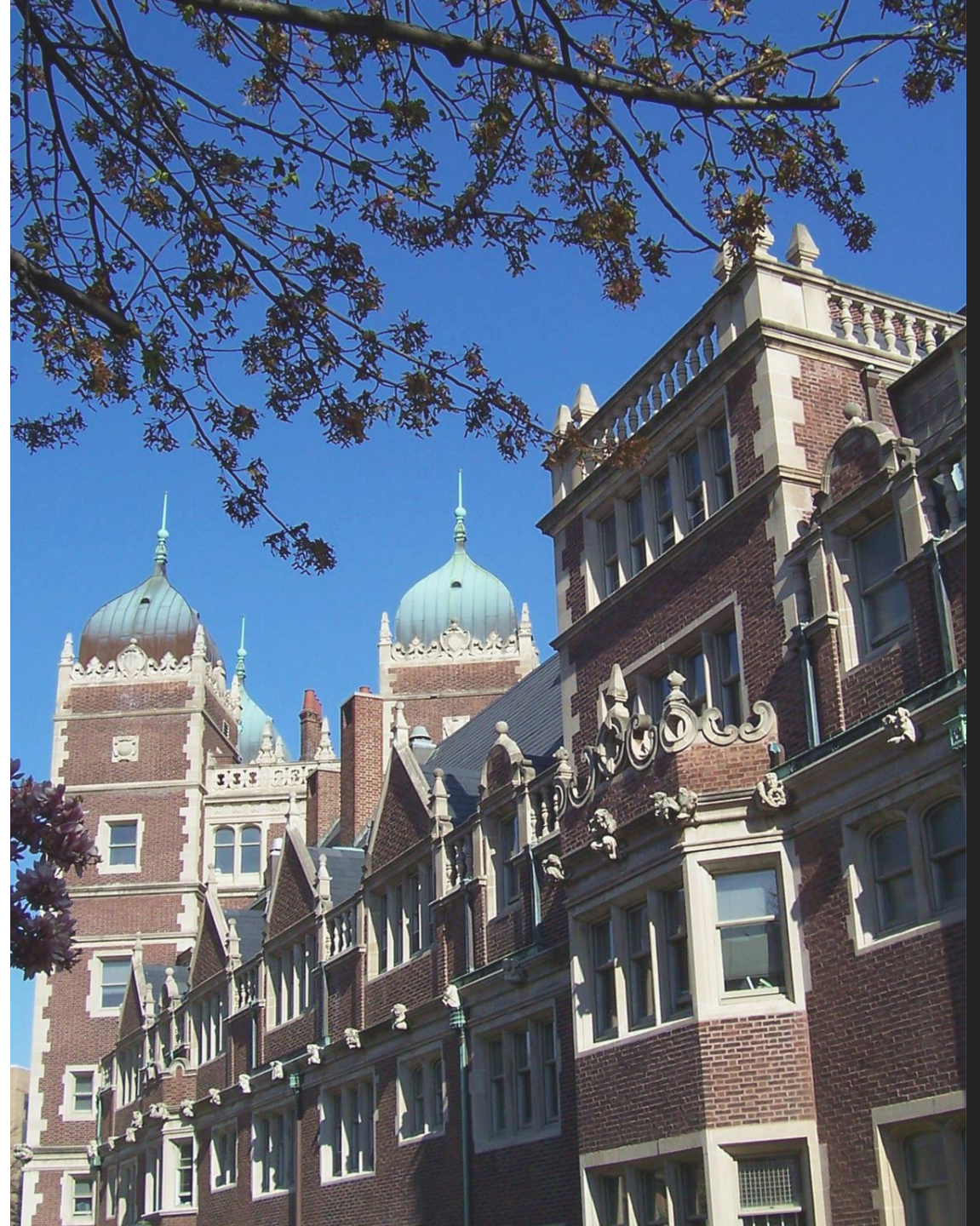
- Resume
 - Contact information
 - Objective
 - Education
 - Experience
 - Leadership / Activities
 - Additional Information
- Cover Letter
 - Structure & Strategies





Question

- If a recruiter skimmed your resume for 10 seconds, what would you want to stand out?





Resume: Contact Information

Charlene Clinical

Current Address: 7777 South 41st Street, Philadelphia, PA 19104

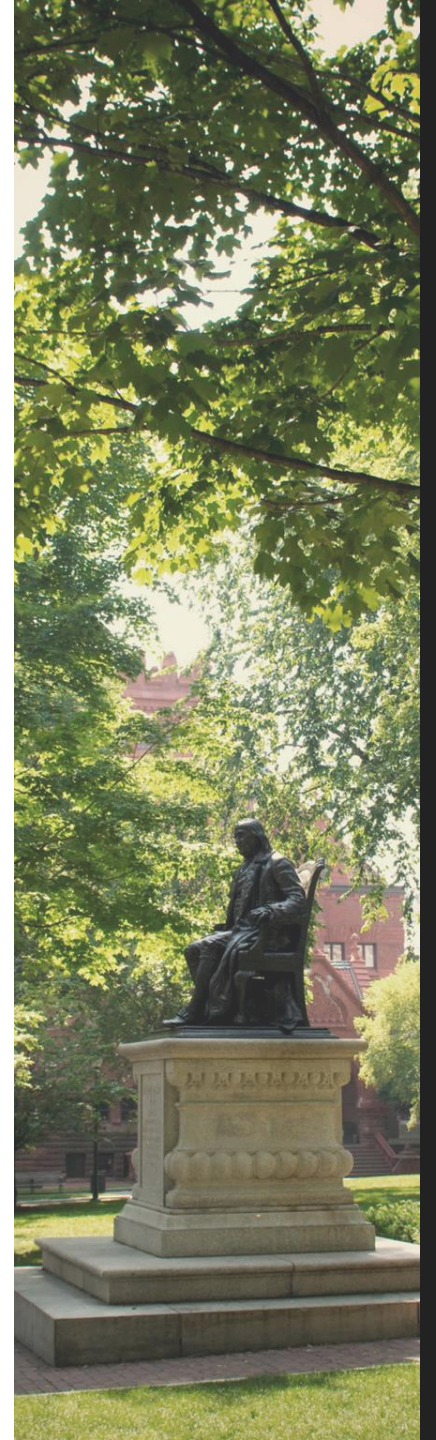
Permanent Address: 1234 Main Street, Atlanta, GA 30349

Cell: 215-222-1234

Email: charclinical@nursing.upenn.edu

Patrick Pediatrics

Philadelphia, PA • 215-123-4567 • patrickpeds@nursing.upenn.edu



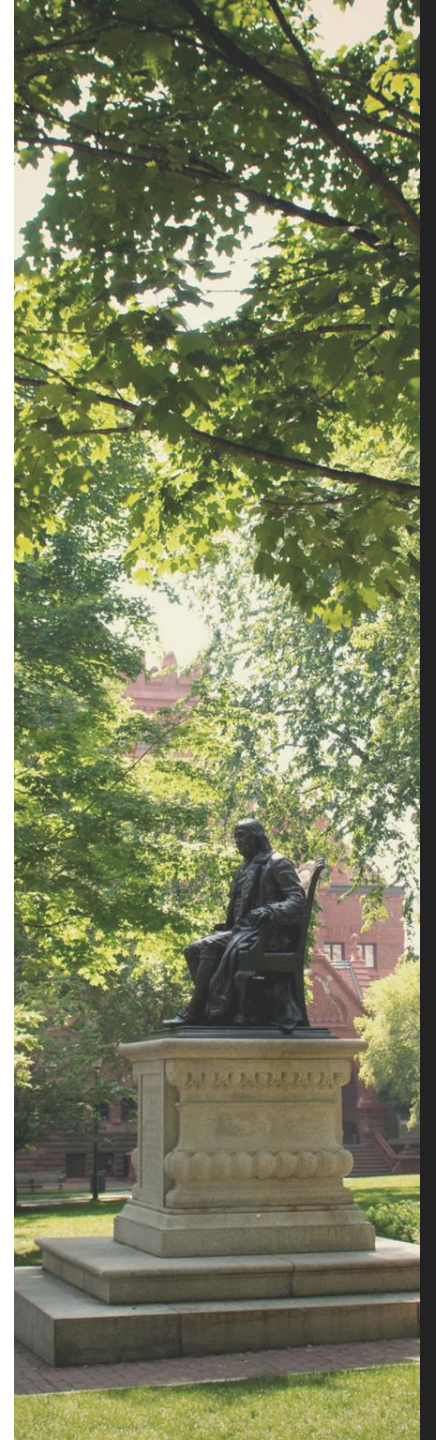


Resume: Objective

An objective is not generally necessary but can be useful if there is a specific focus that highlights your most relevant strengths and qualifications.

Example:

- A nursing position at a pediatric hospital that will build on previous experiences as a nurse extern, camp counselor, and childcare worker.





Resume: Education

Traditional:

EDUCATION

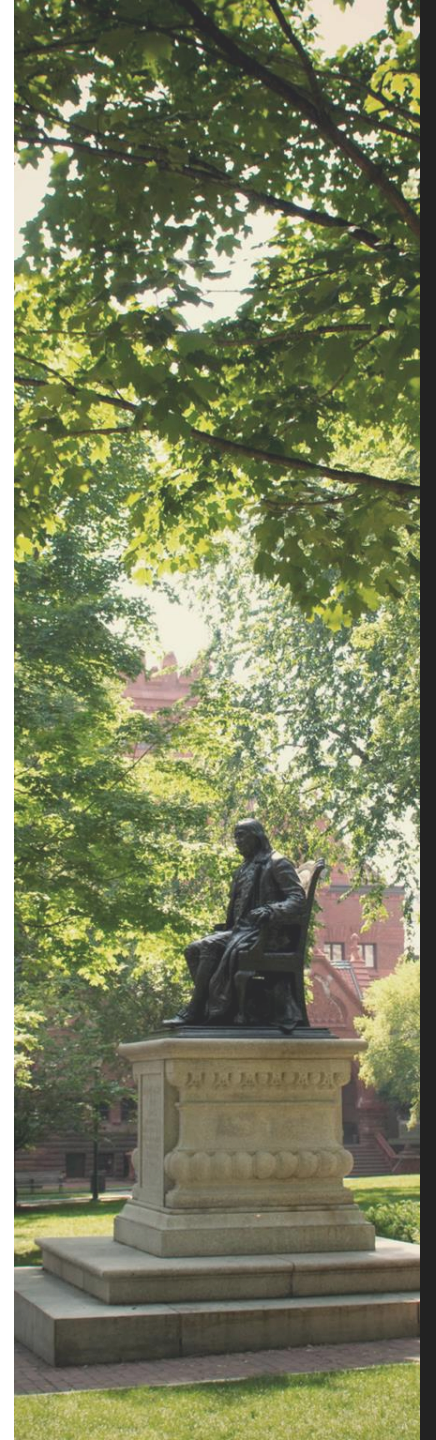
University of Pennsylvania, School of Nursing, Philadelphia, PA
Bachelor of Science in Nursing, with Psychology minor, expected May 20xx
Honors: Laurie Smullin Russell Nursing Scholarship

Accelerated:

EDUCATION

University of Pennsylvania, Philadelphia, PA
Bachelor of Science in Nursing (Accelerated Second Degree Program), expected Dec. 20xx
Cumulative G.P.A.: 3.88/4.00
Honors: Student Nurses' Association of Pennsylvania Scholarship Recipient, 20xx

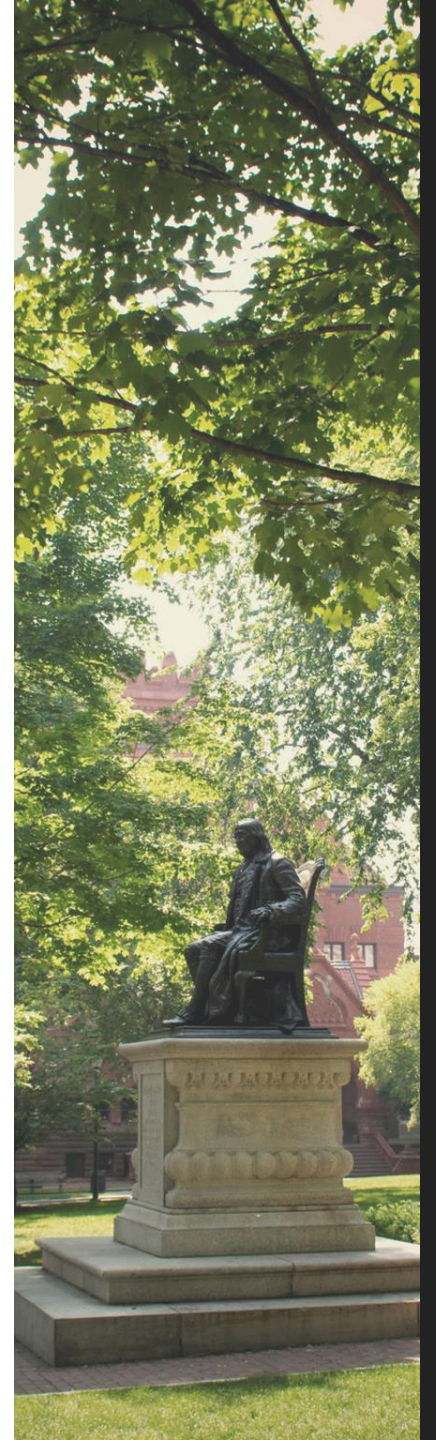
Tufts University, Medford, MA
Bachelor of Arts in Child Development, May 20xx
Cumulative G.P.A.: 3.36/4.00





Resume: Experience

- Feature your most relevant/related experience.
 - Clinical Experience
 - *Within Clinical Rotations:* List in a streamlined way, perhaps with more detail for particularly notable or relevant rotations. Focus on accomplishments and highlights.
 - *Outside of Clinical Rotations:* Externships, Volunteer Clinical Work, Nurse's Aide or related experience
 - Other Health Related Experience
 - Research Experience
 - Public/Community/International Health Experience
- Other experience can go in an "Additional Experience" section to showcase other important skills.



Resume: Experience – Sample 1

EDUCATION

University of Pennsylvania, School of Nursing, Philadelphia, PA

Bachelor of Science in Nursing, expected May 20XX

Honors: Sigma Theta Tau International Nursing Honors Society, Dean's List, 20XX-20XX & 20XX-20XX

Clinical Rotations Completed:

- New York Presbyterian Hospital—Leadership rotation, Emergency Dept, Spring 20XX (244 hours)
- Mercy Home Health System—Community rotation, Fall 20XX (168 hours)
- Pennsylvania Hospital/Hall Mercer Outpatient Center—Psychiatric rotation, Fall 20XX (84 hours)
- Hospital of the University of Pennsylvania—Obstetrics rotation, Spring 20XX (84 hours)
- Hospital of the University of Pennsylvania—Medical-surgical rotation, Fall 20XX (84 hours)
- Children's Hospital of Philadelphia/Seashore House—Pediatric rotation, Spring 20XX (84 hours)

HEALTHCARE AND RELATED EXPERIENCE

Nurse Extern—Coronary Care Unit, General Adult Medical Floor, Orthopedic Floor

WellSpan Health System: York Hospital, York, PA

May - August 20XX

- Worked 5 weeks on each floor with a nurse preceptor. Performed basic nursing care, assessed patients, reviewed medications, documented care and interventions, and collaborated with health care team. Admitted and discharged patients under the direction of preceptor.

Physician Office Assistant

WellSpan Health System: Apple Hill Internal Medicine, York, PA

May - August 20XX

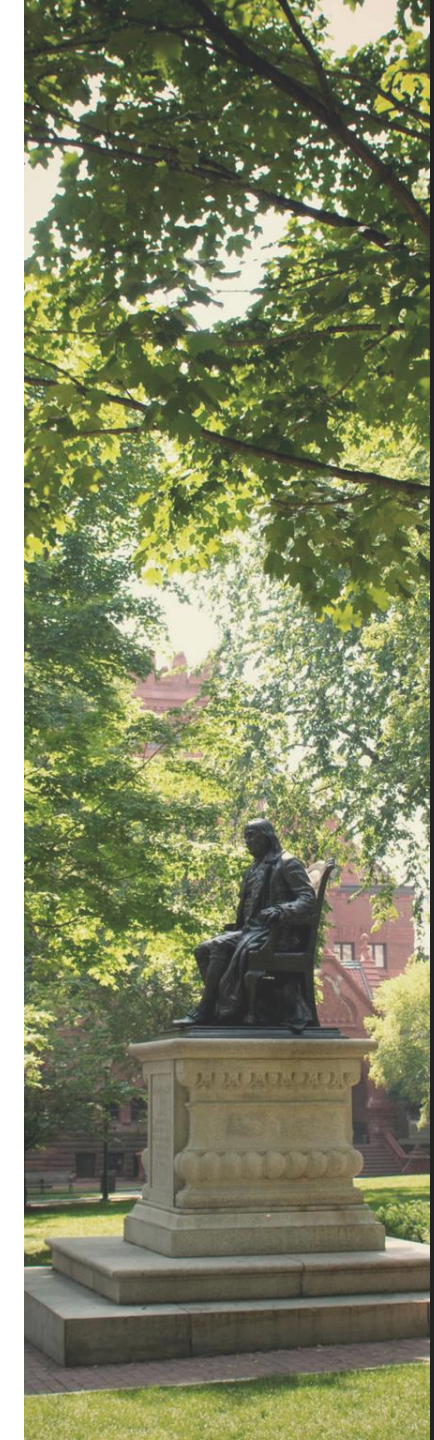
- Took patient medical histories, charted vital signs, collected specimens, observed and assisted with office procedures, and performed point of care glucose and EKG testing.

Office Assistant

WellSpan Health System: Office of Women & Parent Education, York, PA

May - August 20XX

- Organized childbirth classes, created educational materials for prenatal and postnatal care, answered phones, directed mothers to appropriate classes, addressed educational needs of mothers and their families.



Resume: Experience – Sample 2

CLINICAL AND RELATED EXPERIENCE

Hospital of the University of Pennsylvania, Philadelphia, PA

Student Nurse – Obstetrics/Pediatrics

Spring 20XX

- Administer PO and IV medication
- Shadow nurses in Labor & Delivery, Intensive Care Nursery, Perinatal Evaluation Center, and OB/GYN

Student Nurse – Medical/Surgical

Fall 20XX

- Administered PO and IV medication
- Completed physical assessments and checked vital signs
- Performed morning routine, such as bathing patients and changing bed sheets
- Educated patients on wound care, infection control, and proper usage of incentive spirometers

Bethany Medical Bus, Philadelphia, PA

Volunteer - Missions-oriented medical school bus

Oct-Nov 20XX

- Counseled clients; offered information about HIV/AIDS, alcoholism, and drug use
- Provided additional contacts to clinics, rehabilitation centers, and churches

St. Peter's Hospital, Atlanta, GA

Summer Volunteer – Obstetrics

20XX-20XX

- Visited patients' rooms to seek after their comfort and care
- Ran errands for nurses, such as getting tissue boxes or ice chips for patients

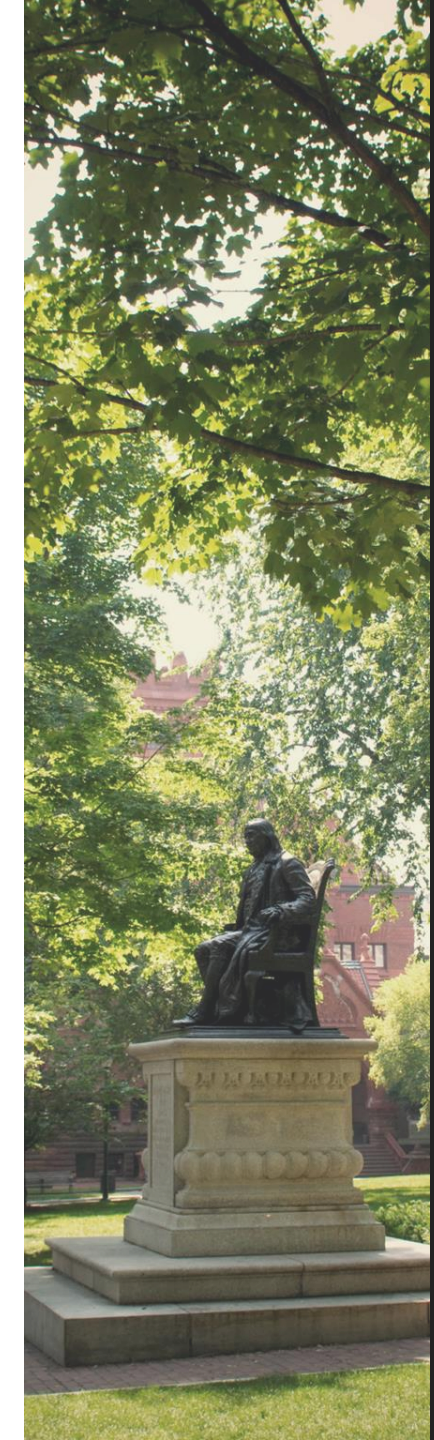
RESEARCH EXPERIENCE

University of Pennsylvania, Department of Psychiatry, Philadelphia, PA

Research Assistant

Mar-Jul 20XX

- Assisted in genetic schizophrenia and bipolar project using mouse olfactory tissue
- Embedded and cut tissue samples to then utilize for immunohistochemistry experiments
- Worked with imaging programs on light and fluorescent microscopes
- Processed mouse and human tissue samples to retrieve DNA sequencing



Resume: Experience – Sample 3

SELECTED HEALTH-RELATED EXPERIENCE

Children’s Hospital of Philadelphia, Philadelphia, PA
Student Nurse, Senior Leadership Clinical, NICU (244 hours)

Fall 20XX

- Add accomplishments/responsibilities here.

Student Nurse, General Pediatrics (84 hours)

Spring 20XX

- Add accomplishments/responsibilities here.

Assistant to Diane Spatz, PhD, RN, Philadelphia, PA
Administrative and Research Assistant

20XX-Present

- Collect data regarding hospital-wide breast milk management and “Kangaroo Care” in the NICU at the Children’s Hospital of Philadelphia (CHOP).
- Assist with pump rental station at CHOP.
- Conduct research, develop spreadsheets for data entry and analysis, edit publications, manage survey data, and perform clerical duties as assigned.

Healthy Families Evaluation, Medford, MA
Research Assistant Intern

Summer 20XX, 20XX

- Coded data from client interviews for a comprehensive evaluation of an educational program for first-time teen mothers

ADDITIONAL EXPERIENCE

Philadelphia Nanny Network, Ardmore, PA
Nanny

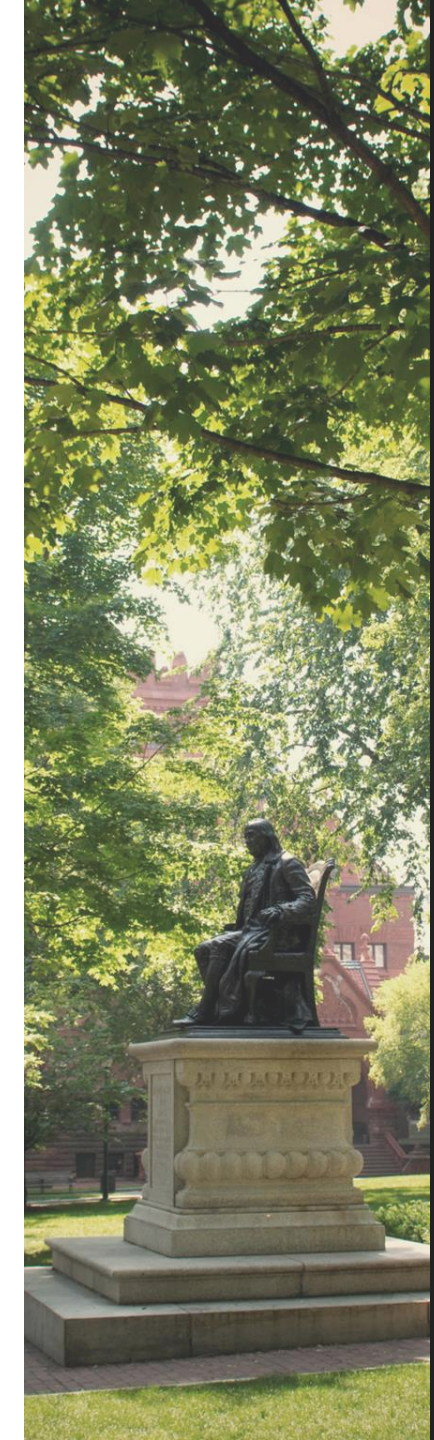
20XX-20XX

- Provided childcare for various families
- Cared for a six-week old newborn infant for five months, primarily during daytime hours.

Elite Educational Institute, Seoul, Korea
English Teacher

20XX-20XX

- Instructed Korean students, 2nd through 8th graders, in English vocabulary, reading, writing, speaking and conversation.





Resume: Leadership & Activities

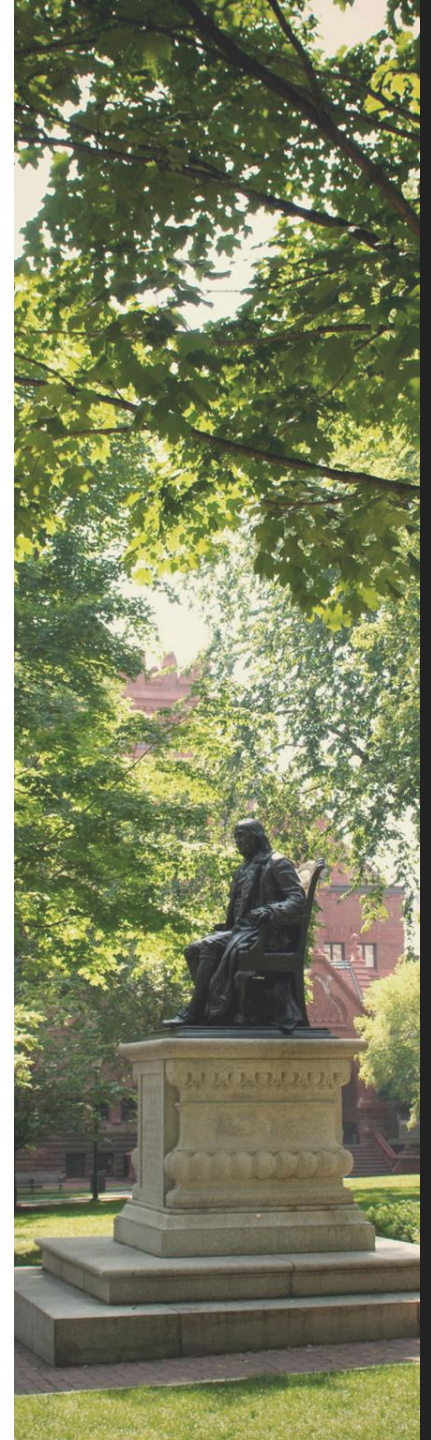
There are various ways to format your activities:

COMMUNITY INVOLVEMENT AND ACTIVITIES

- Student Nurses At Penn: Co-chair of Second-Degree Peer Advising Committee (20xx-present)
- National Nurses' Association of Pennsylvania: Member (20xx-present)
- Hwasang Baby Orphanage, Seoul, Korea: Volunteer (20xx-20xx)
- Boston Cares: Project Leader, Summer Intern, Volunteer (20xx-20xx)
- Volunteer Vacations @ Tufts University: Program Co-Coordinator, Group Leader, Volunteer (20xx-20xx)

LEADERSHIP AND ACTIVITIES

- **Secretary/Treasurer, Student Nurses at Penn (SNAP), December 20xx – present:** Develop and implement budget. Advise the board about finances. Organize minutes and complete paperwork for the organization.
- **Community Service Chair, Student Nurses at Penn (SNAP), December 20xx – December 20xx:** Planned American Red Cross Blood Drives and service projects. Attended the National Student Nurses Association Annual Convention in Nashville, TN in April 2010 and the Student Nurses Association of Pennsylvania Convention in the Poconos in November 2010.
- **Board Member, Newman Council, January 20xx – December 20xx:** Planned activities with the Newman Catholic community, including Operation Santa Claus and other service projects.
- **Volunteer, Alternative Spring Break, March 20xx:** Worked at the Denver Rescue Mission in Colorado, serving meals and sorting donations.





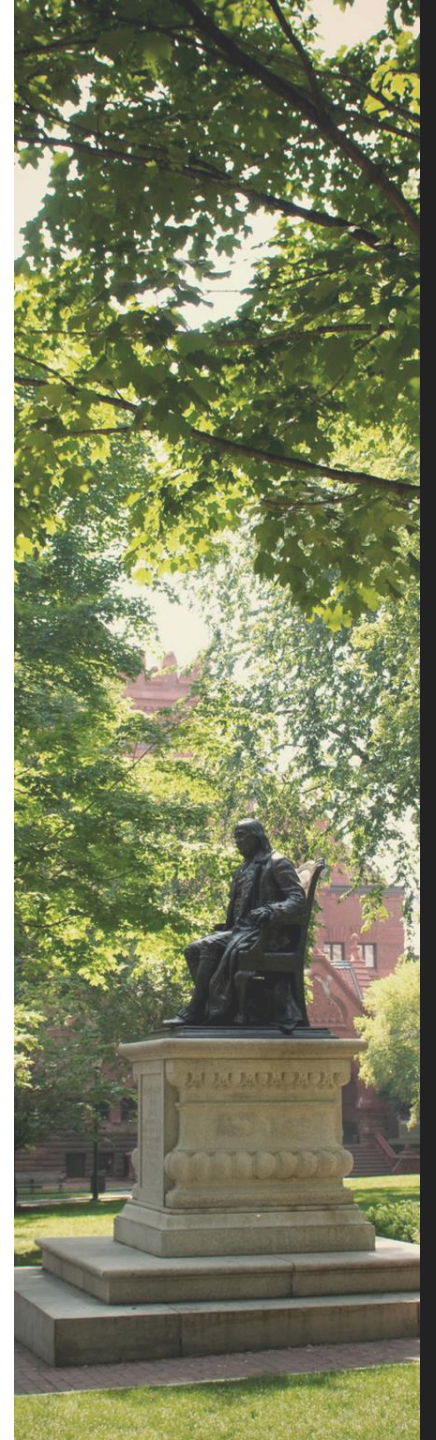
Resume: Additional Information

- Language Skills
- Certifications
- Specialized Computer Skills
- Interests/Hobbies

For example:

ADDITIONAL INFORMATION

- Languages – Proficient in Spanish and French, 2 years of Russian
- Music/Dance – voice, piano, guitar; 8 years ballet, hip hop and jazz classes





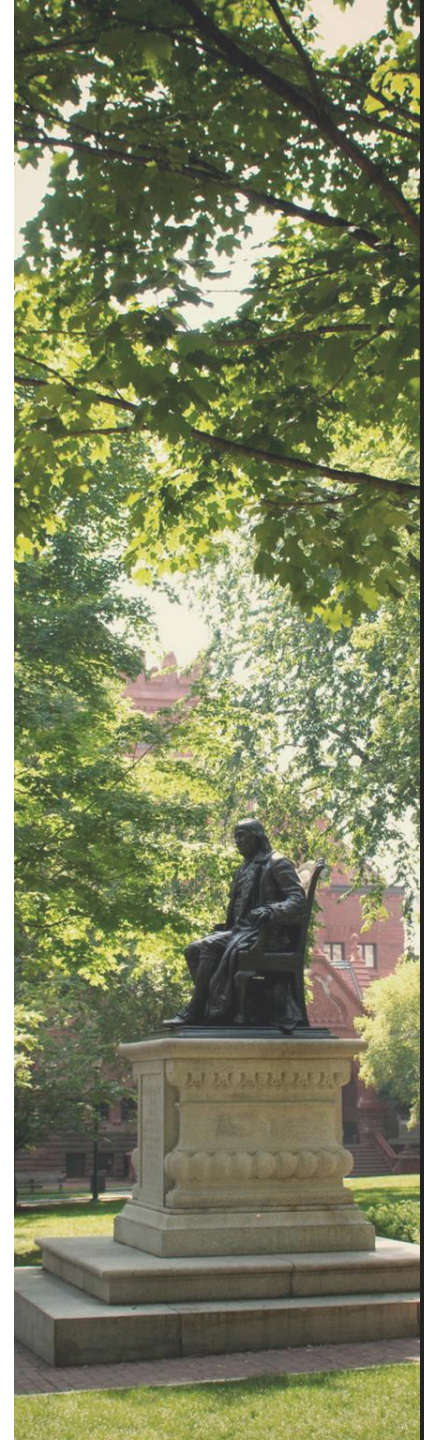
Checklist Exercise: Format



BSN RESUME CHECKLIST

FORMAT

- Your margins are at least 0.65" on all sides and your font size is at least 10pt
- Your section headers are all spelled correctly (Spellcheck does not automatically check words in ALL CAPS)
- You have included your degree ("Candidate for Bachelor of Science in Nursing" for example)
- Your GPA is listed exactly as it appears in Penn-In-Touch (You must list all 3 digits. You may include your major/concentration GPA in addition to your cumulative if you list # of courses.)
- You have included cities and states for each experience in all sections, and formatted them consistently (Make sure locations are listed in the same place for each experience in every section, and use two-letter state abbreviations)
- All your experiences have dates – including months or seasons – and are formatted consistently. (Be especially mindful of alignment, spacing, how you abbreviate months, and dashes: – versus -)

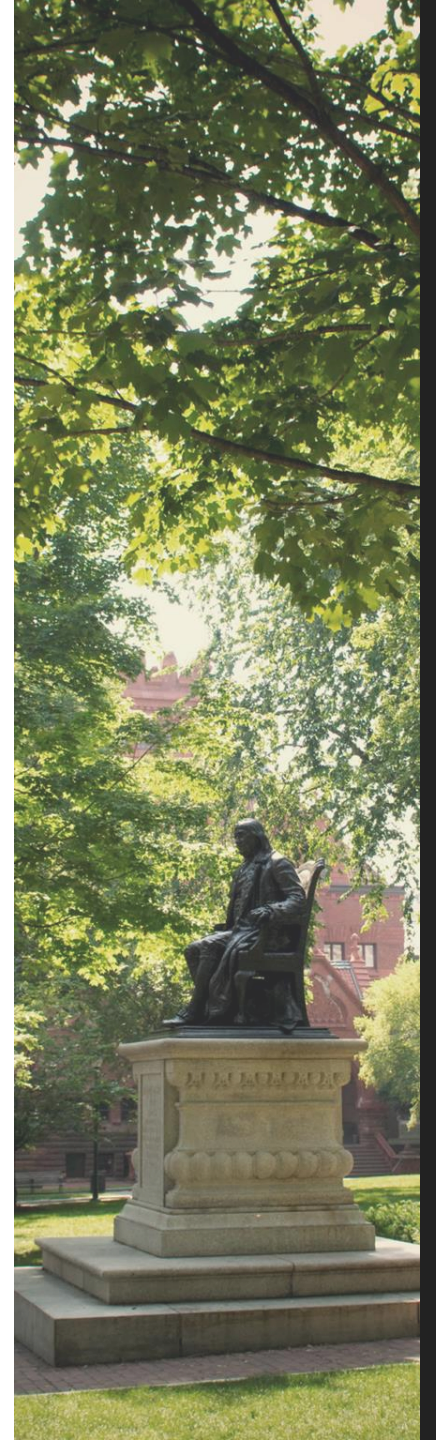




Checklist Exercise: Organization

ORGANIZATION

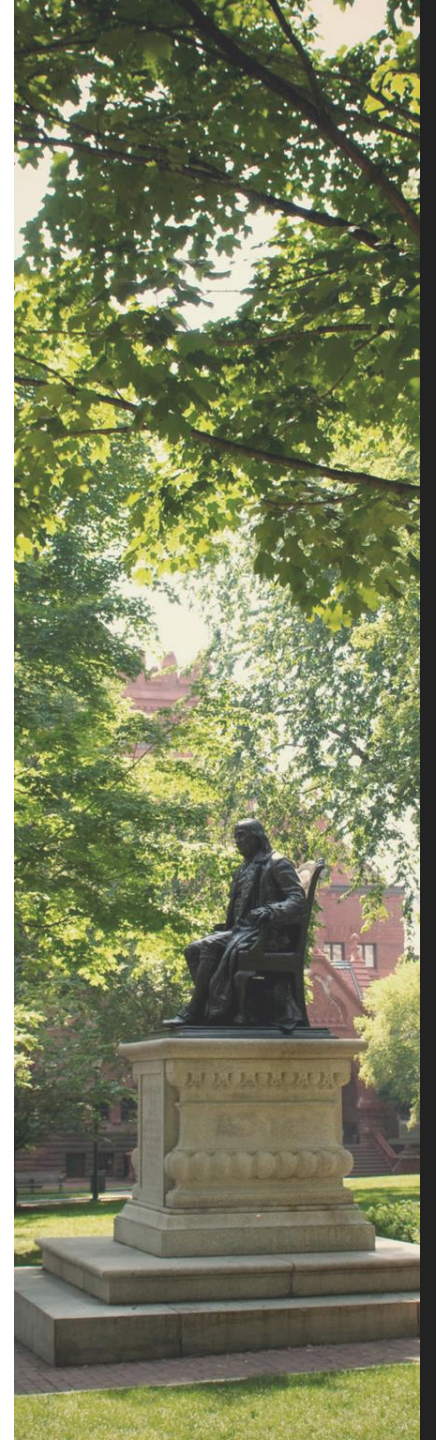
- Your “Education” section is listed before your Experience section(s)
- You’ve strategically targeted your audience in your “Experience” sections when applicable (e.g. “Clinical Experience,” “Research Experience”, “Health-Related Experience”, “Leadership and Activities”)
- Your experiences are listed in reverse-chronological order (most recent at the top of each section)
- There is a dedicated section for relevant skills (incl foreign languages) and if applicable, interests.



Checklist Exercise: Content

CONTENT

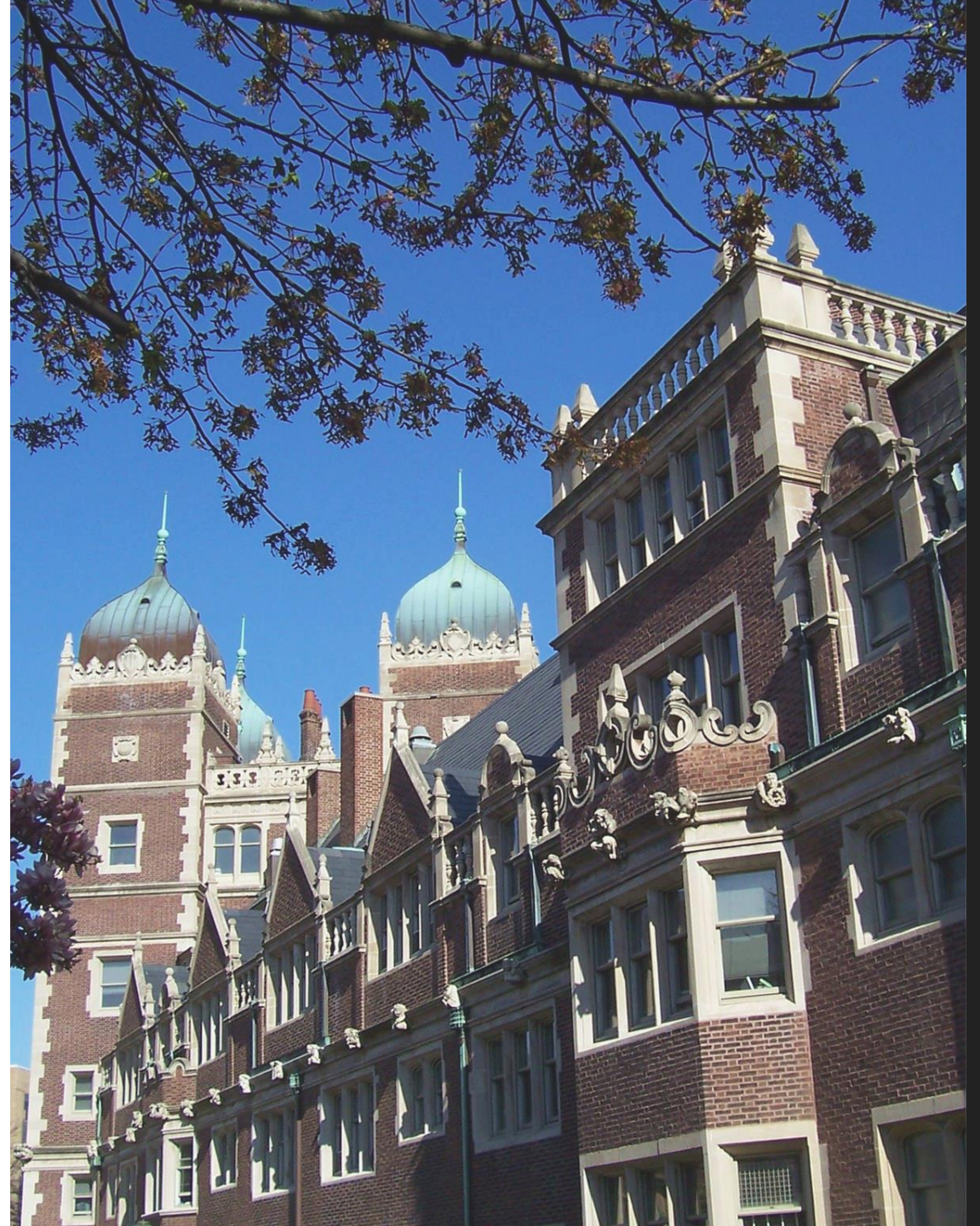
- You have listed relevant clinical rotations (providing specific unit names that reflect the area of medicine not the floor name known within the hospital) as well as any other relevant coursework.
- You begin all phrases with precise, active resume verbs and omit passive or vague phrasing
- When applicable, you have indicated results or impact from your work in a way that aligns with the specific unit/floor of interest
- You along with a friend, family member, or someone else have proofread for typos





Resume Reflection

- Based on the checklist, what area do you think needs the most improvement?

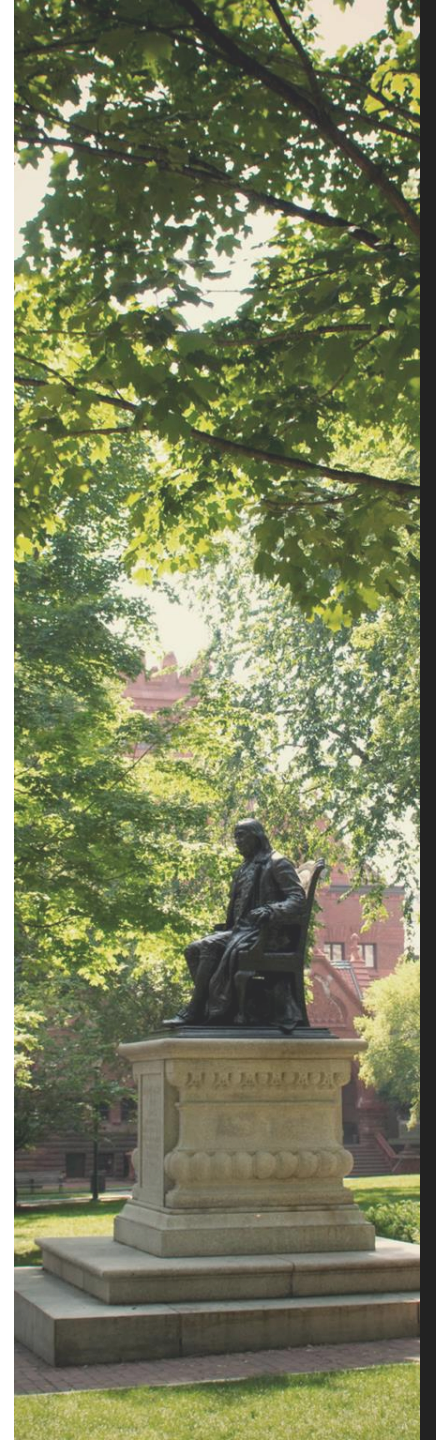




Strengthening Your Content

How would you improve this bullet point?

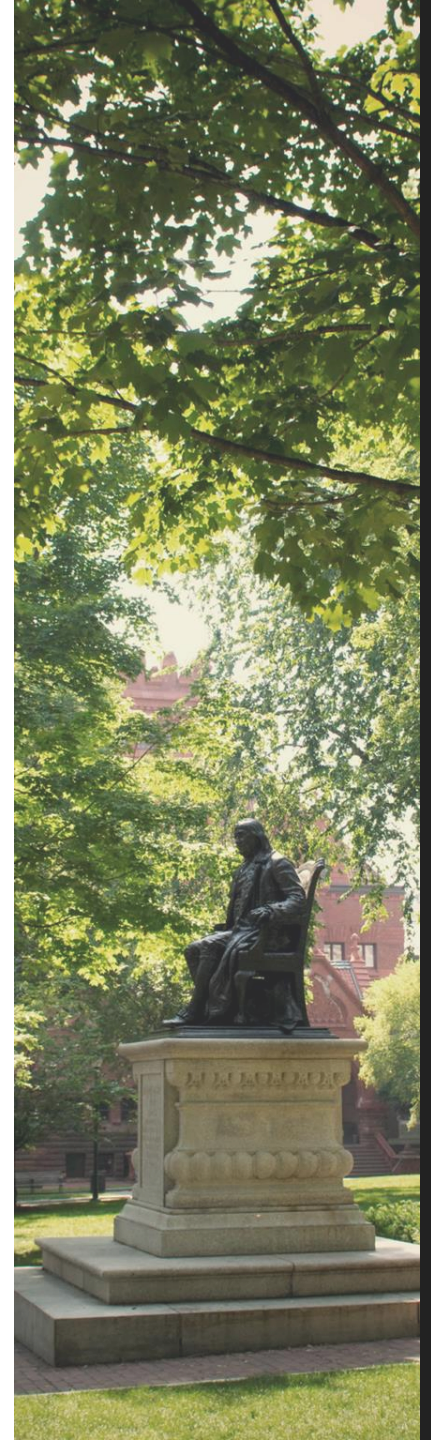
- Assisted professor with clinical research on lack of sleep



Strengthening Your Content: Active & Concrete Language

Improved:

- Facilitated a focus group with 10 adolescent women addressing stress related to lack of sleep and presented findings to faculty.





Action Verbs

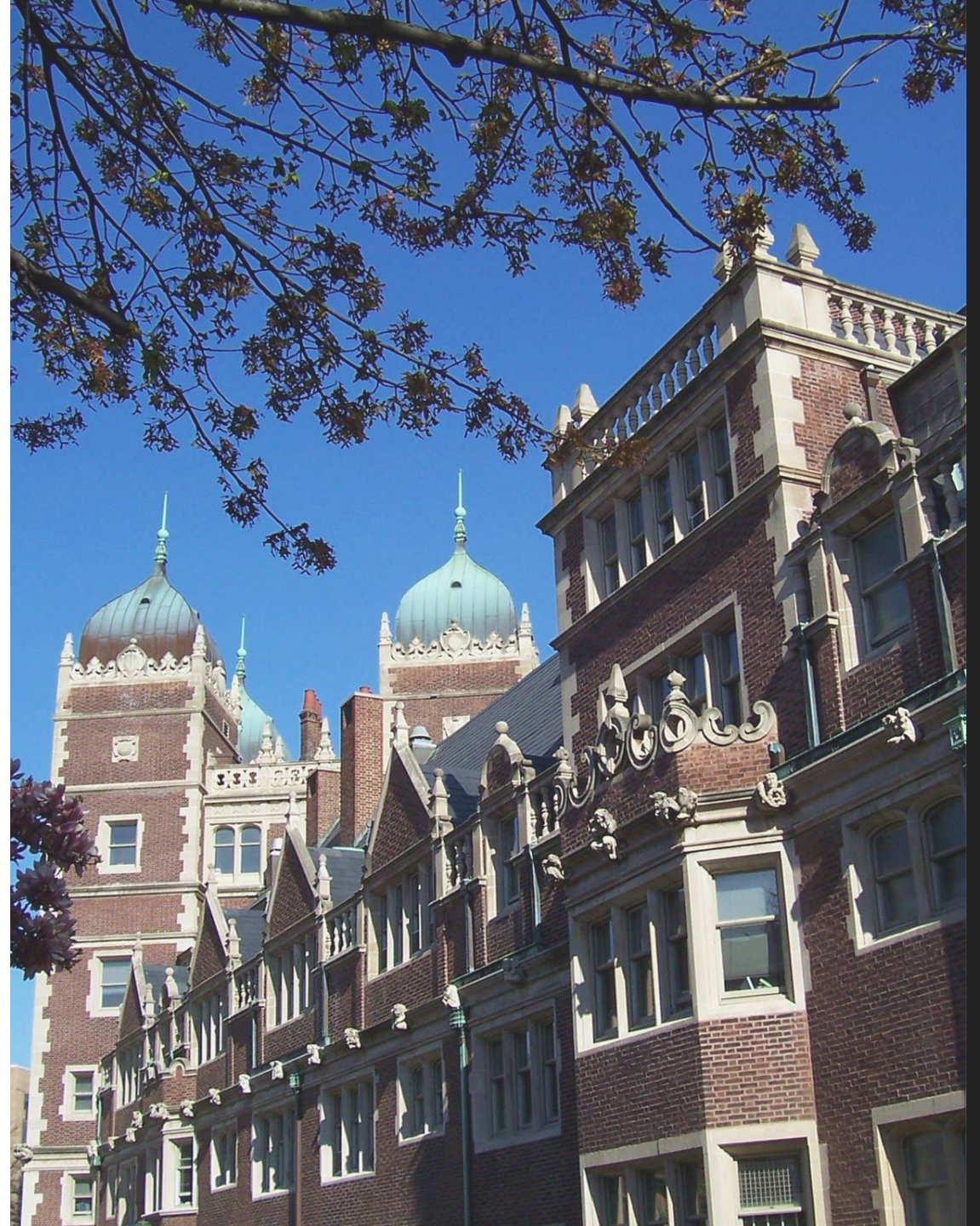
Adapted	Drafted	Modeled	Routed
Advised	Edited	Moderated	Scheduled
Advocated	Eliminated	Modified	Screened
Analyzed	Emphasized	Motivated	Simplified
Appointed	Enforced	Negotiated	Standardized
Articulated	Exceeded	Organized	Studied
Authored	Explained	Overhauled	Submitted
Awarded	Fabricated	Oversaw	Succeeded
Built	Focused	Performed	Supplied
Categorized	Forecasted	Persuaded	Summarized
Chaired	Gained	Prepared	Surpassed
Clarified	Generated	Processed	Synthesized
Collaborated	Headed	Promoted	Taught
Collected	Improved	Provided	Trained
Compared	Initiated	Recorded	Transformed
Conceptualized	Inspected	Remodeled	Translated
Constructed	Instituted	Reserved	Updated
Customized	Installed	Resolved	Upgraded
Delegated	Instructed	Responded	Validated
Designed	Investigated	Reviewed	Verified
Developed	Learned	Revised	Won
Directed	Managed	Revitalized	Wrote





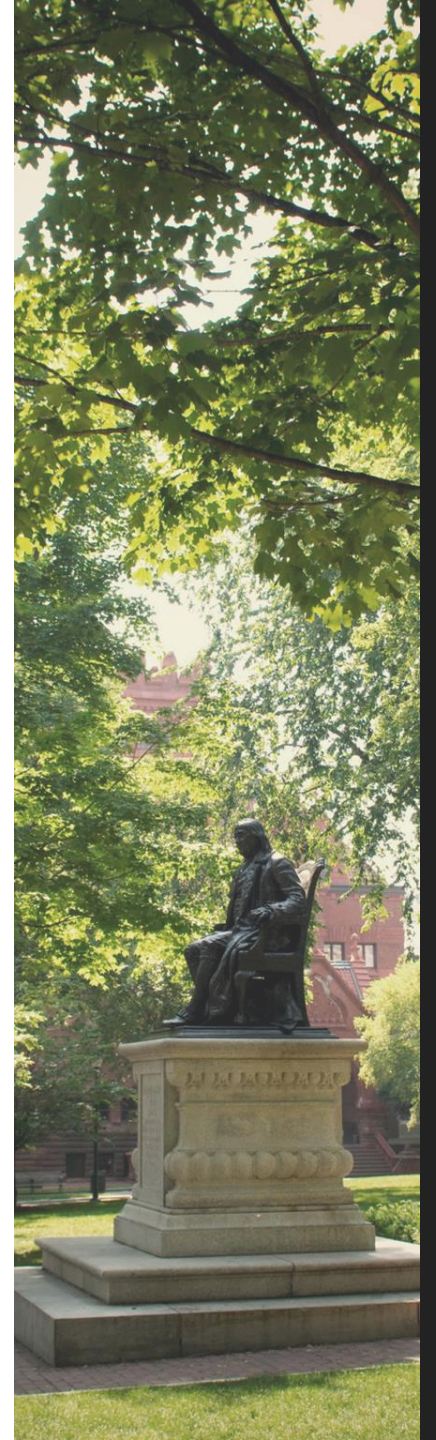
Resume Exercise

- Pick a bullet point on your resume. How can you improve it?



What is your biggest concern about writing a cover letter?

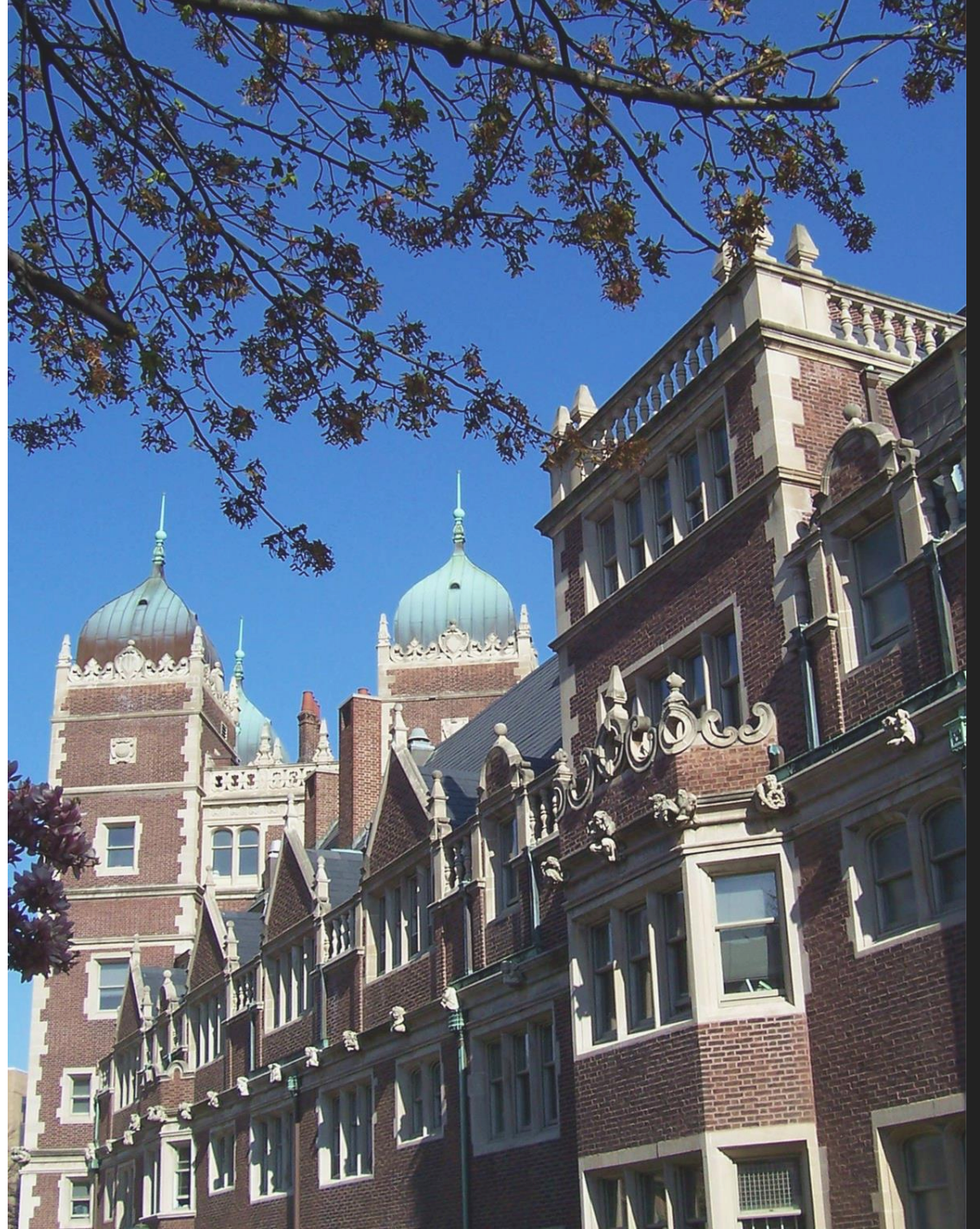
- 1: Discussing your interest in the employer.
- 2: Discussing your interest in the position.
- 3: Connecting your experience to the job qualifications





Elements of a Cover Letter

- Why you're interested
- How you're qualified as a clinician
- How you're qualified in other ways
- Next steps

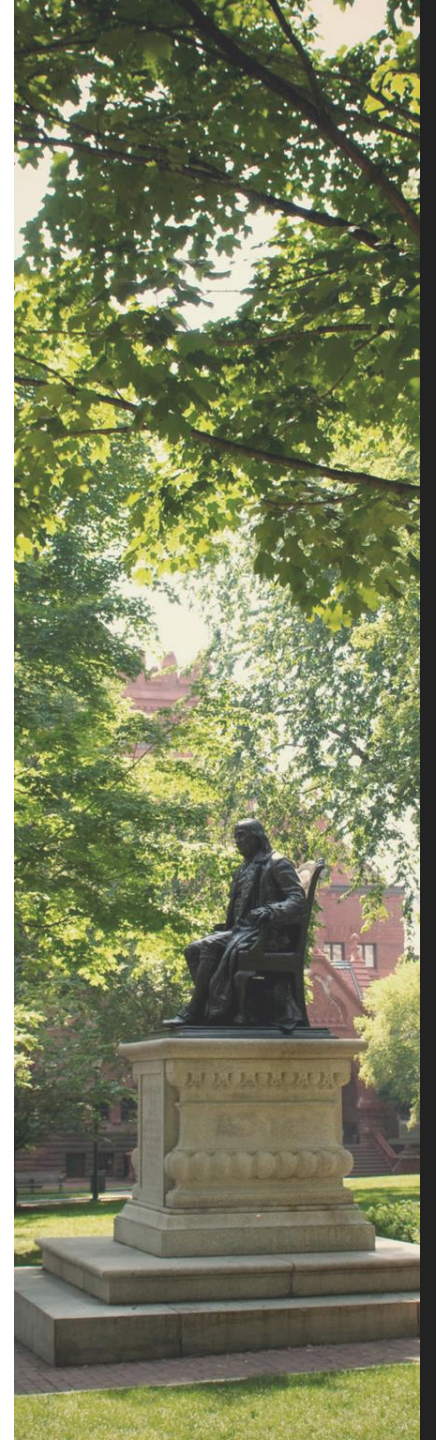




Cover Letter: Why You're Interested

Note what position you are applying for and what appeals to you about the hospital/facility and the position. For a more general letter of interest/application, indicate interests while communicating flexibility.

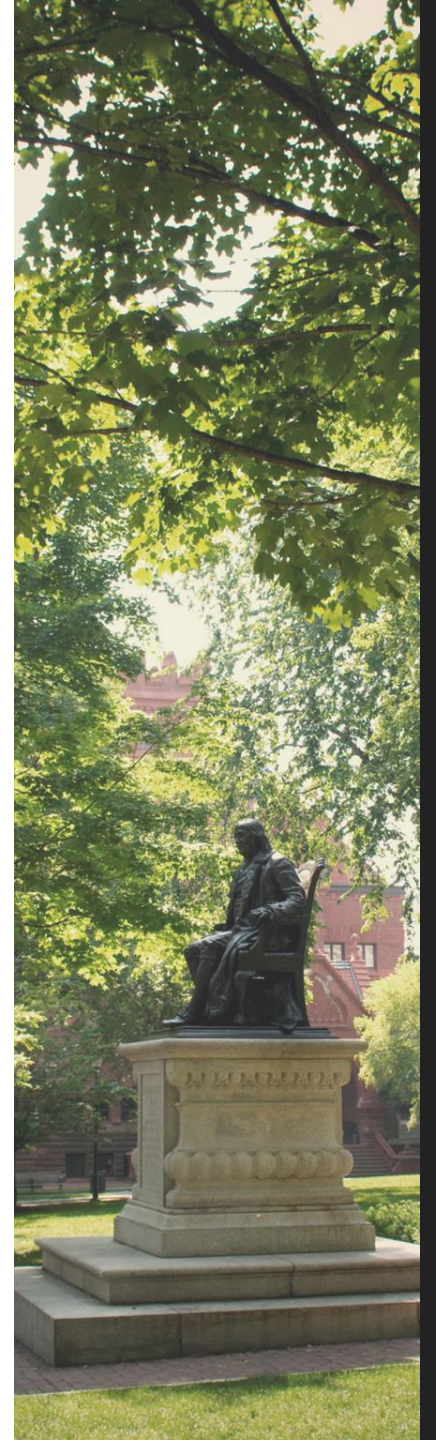
- Mission Statement/Core Values
- Recent news/projects/initiatives
- Clinical/Research specialties
- Conversation with or referral from current employee
- Previous experience with the hospital/facility



Cover Letter Sample 1:

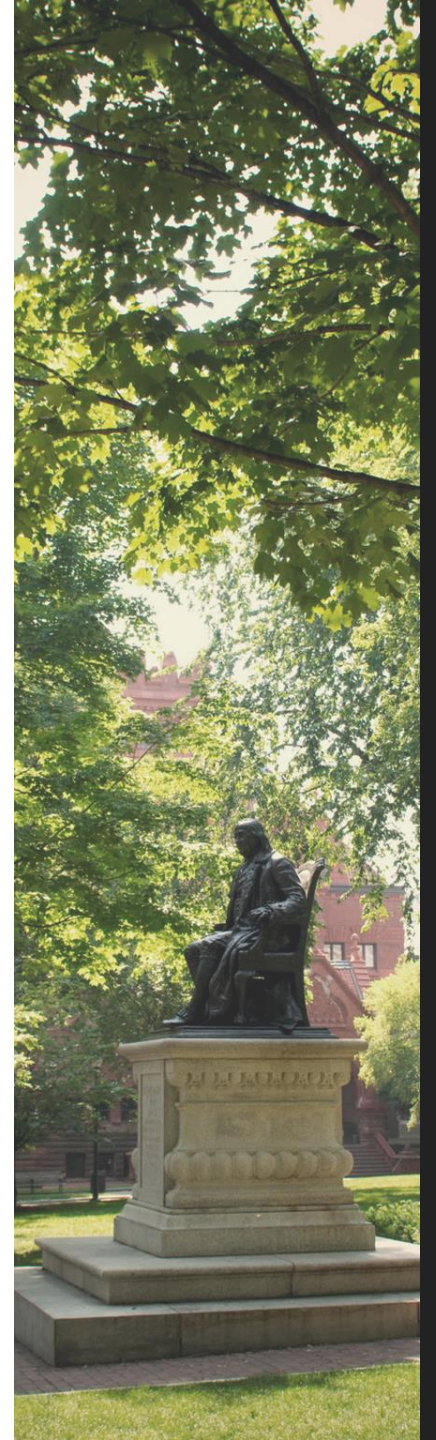
Why you're interested: Direct Exposure

"This semester, I am conducting my senior leadership clinical at Pennsylvania Hospital, in the HIV Oncology Program, where I have been able to see firsthand the excellent quality of patient care, the cooperative multi-disciplinary approach, and progressive techniques that are trademarks of Pennsylvania Hospital. In particular, the synergy and empathy that I have witnessed in team meetings have left quite an impression on me."



Cover Letter Sample 2: Why you're interested: Referral

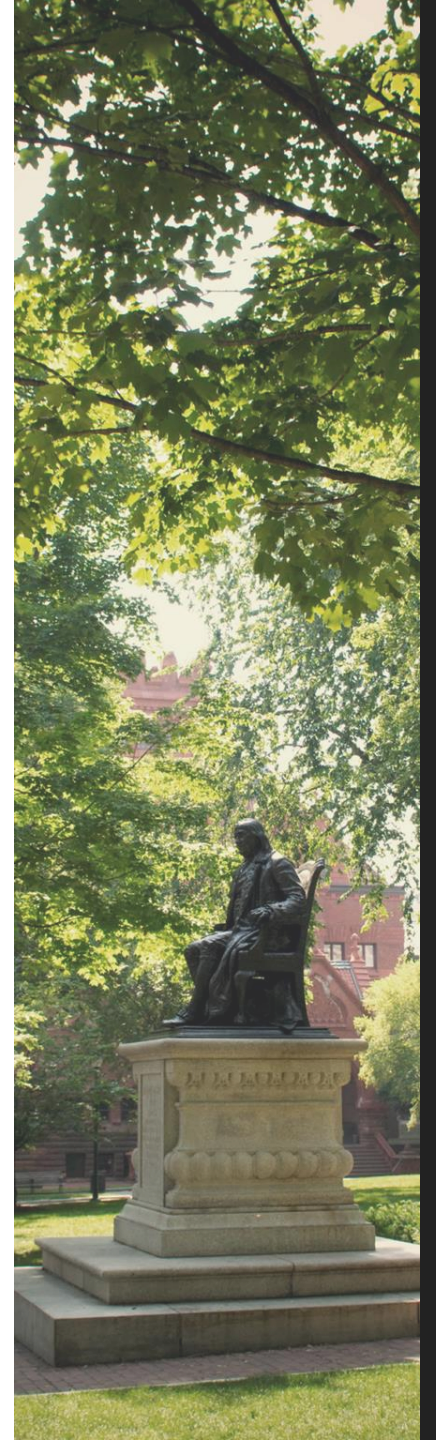
"I am writing to introduce myself to you at the suggestion of Dr. Howard Patterson, who is a long-time family friend. As a newcomer to Atlanta, I have heard a great deal about the high quality of nursing care at Emory University Hospital. My goal is to enhance my medical/surgical background in a university affiliated hospital, and eventually to work in a surgical step-down unit. Therefore, I would like to be considered for any available positions at Emory University Hospital."



Cover Letter Sample 3:

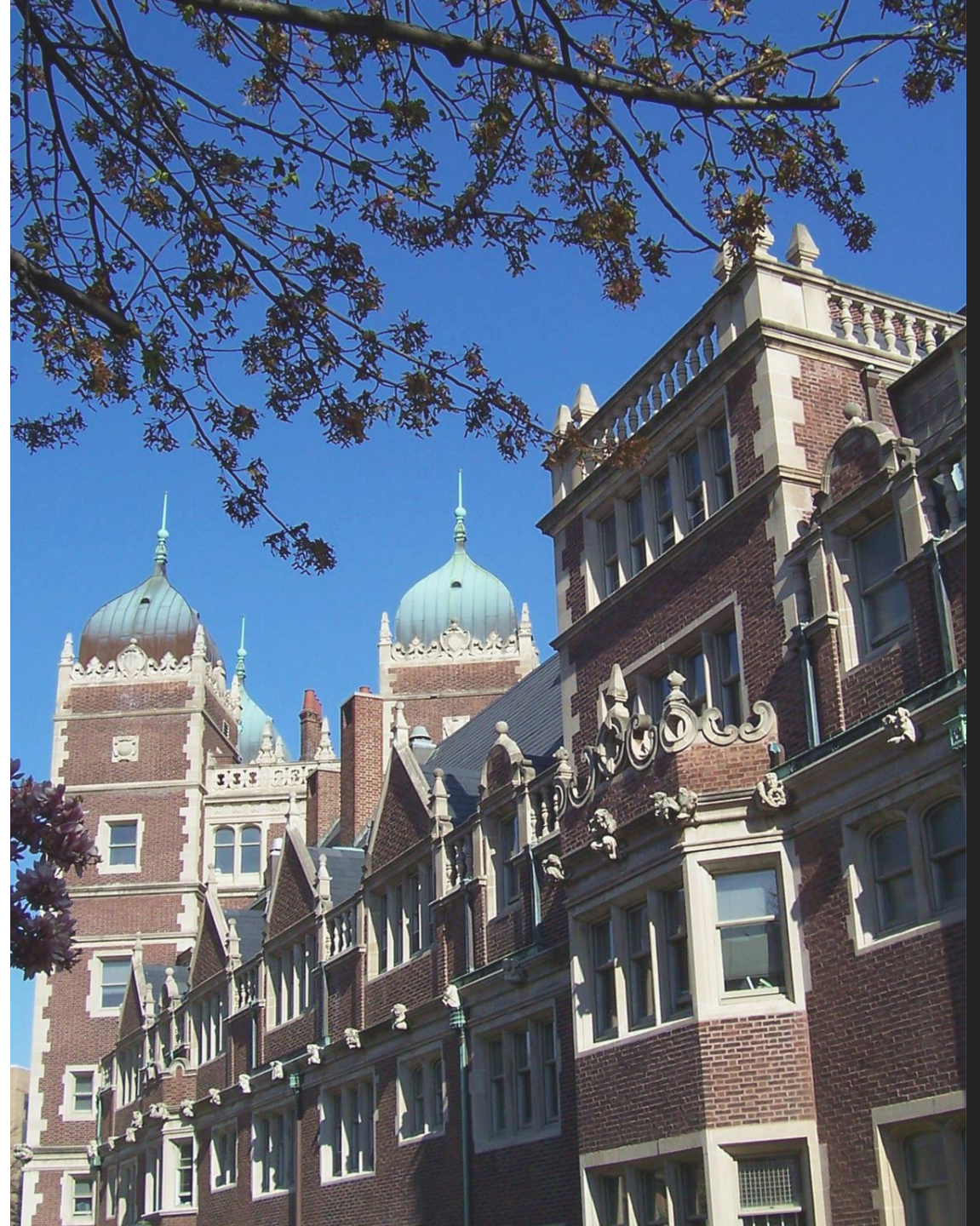
Why you're interested: Specifics about Hospital (Mission, Core Values, Specialties, Approach)

"I feel certain the Center Hospital's community-based maternity department, with its focus on holistic, individualized and culturally responsive care for childbearing women throughout pregnancy and delivery, will be a great place to utilize and expand my nursing and teaching skills."



Reflection: Interest in Employer

- Think of an employer for which you want to work. **Why are you interested** in that specific employer?
- Write why you are interested.

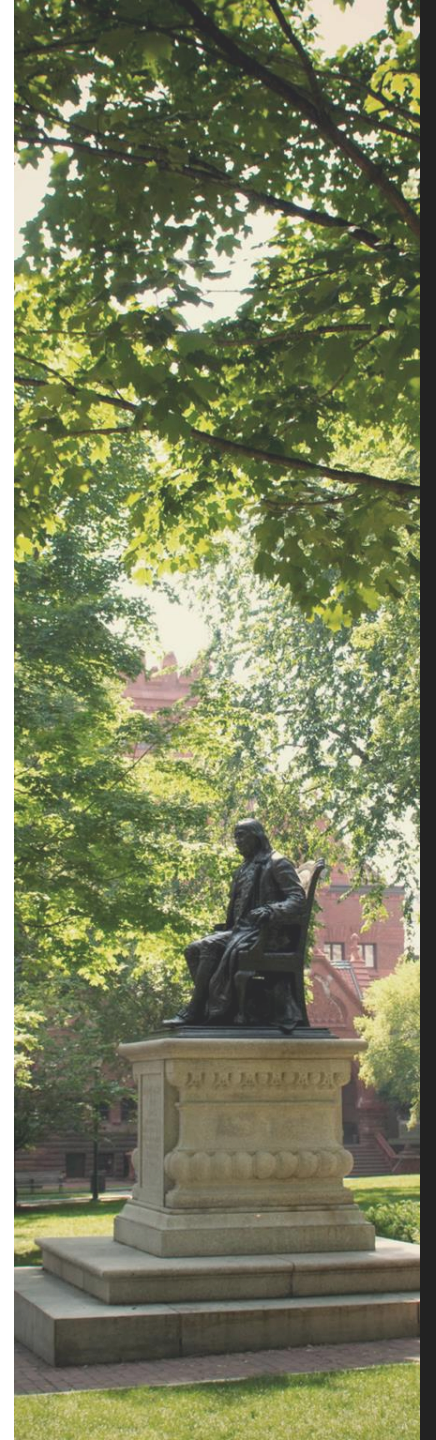




Cover Letter: How You're Qualified as a Clinician

Highlight your clinical experience and skills.

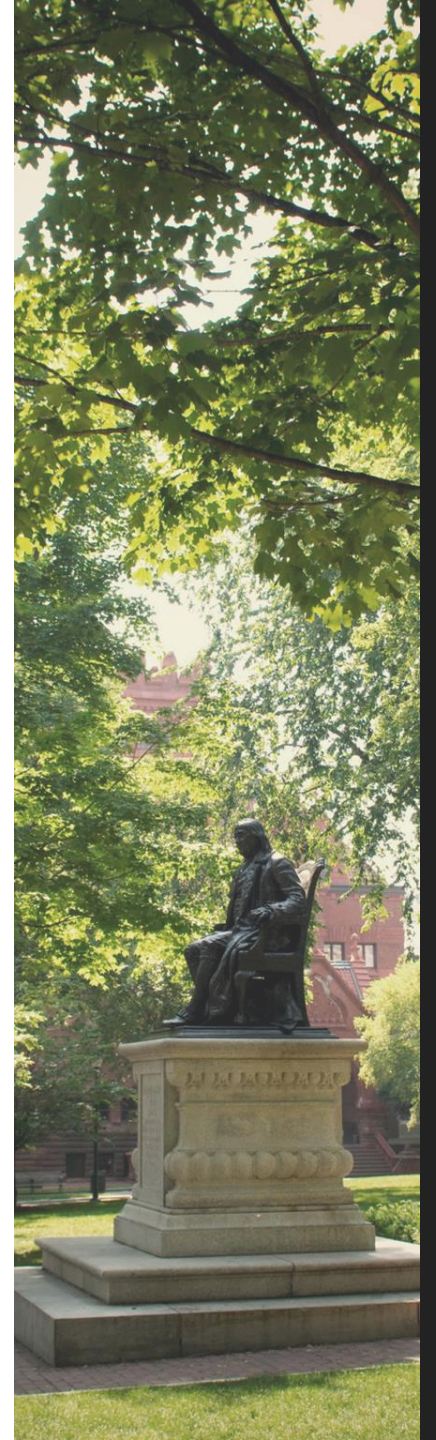
- Make a connection between your experience and the responsibilities listed in the job description.
- Pick 1 or 2 experiences that are most related to the position.
- Focus on accomplishments and impact made.





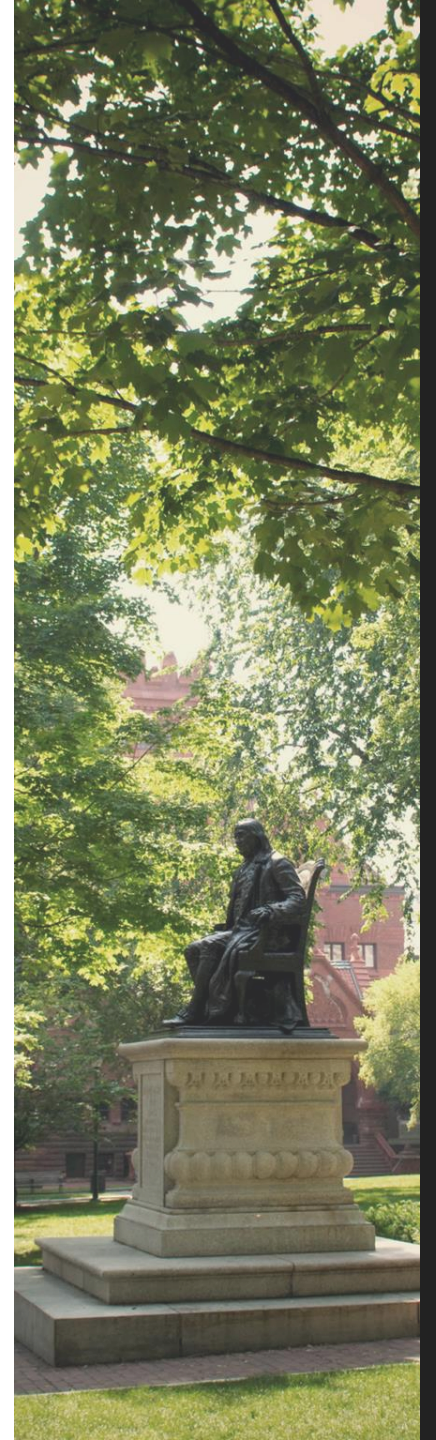
Cover Letter Sample 4: How you're qualified as a clinician

"I have had clinical rotations in a variety of hospital and non-hospital settings. My **Senior Leadership Experience** provided a particularly intensive involvement in the surgical step-down unit of the Hospital of the University of Pennsylvania, and my nurse externship at Yale-New Haven Hospital last summer also afforded me exposure to a similar unit, with the **added opportunity to participate in various procedures in the surgical ICU.**"



Cover Letter Sample 5: How you're qualified as a clinician

"For the past year, I have also volunteered at a home health agency, which has been a rewarding and challenging experience, and has helped me to develop my skills in working with patients recovering at home from surgical procedures."

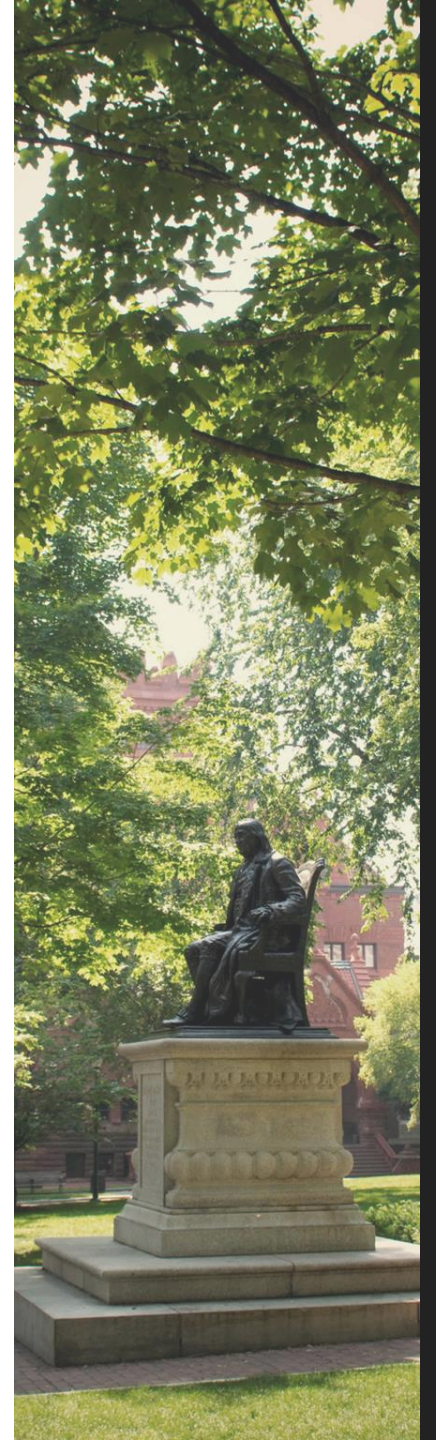




Cover Letter: How You're Qualified in Other Ways

Discuss how you can leverage complementary skill sets.

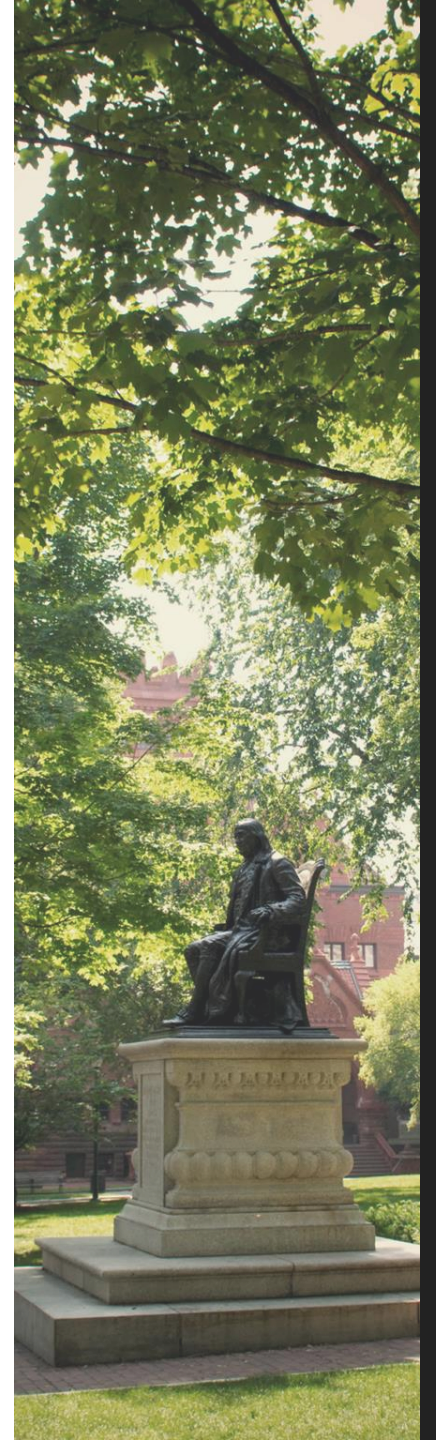
- Leadership experience
- Community involvement
- Research experience
- International experience
- Previous work experience



Cover Letter Sample 6: How you're qualified in other ways (Other Relevant Skills)

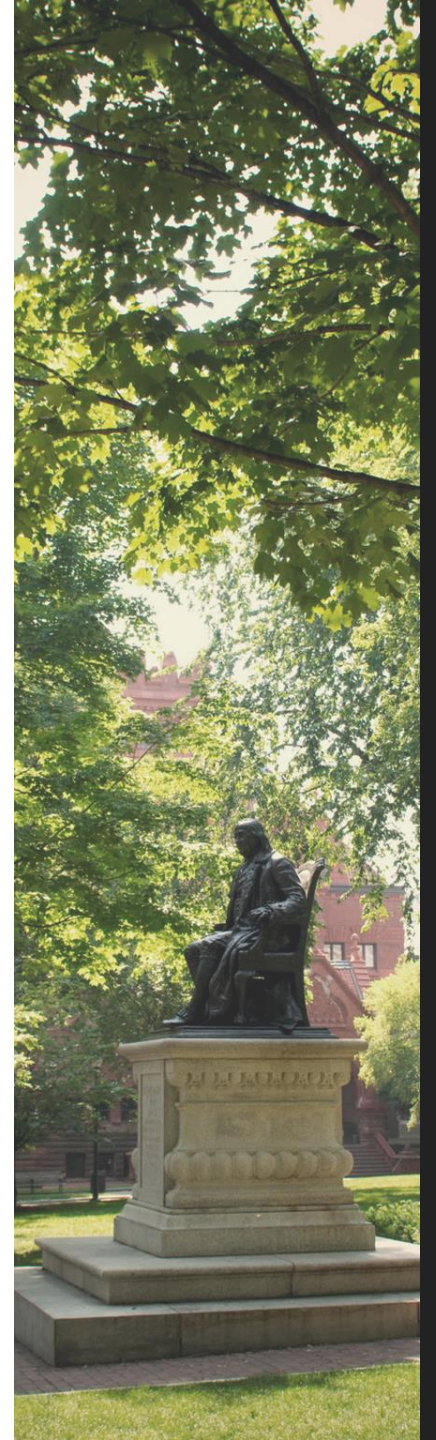
"In addition to my nursing skills, I bring strong leadership and organizational skills gained through my extra-curricular involvement. Balancing course work, clinical experiences, and a work study job at Penn's Student Health Office with my leadership position in Student Nurses at Penn has required commitment, time management and, often, a sense of humor.

Preceptors, advisors, and supervisors have commented on my ability to manage multiple tasks simultaneously while maintaining a level of enthusiasm for the project at hand."



Cover Letter Sample 7: How you're qualified in other ways (Other relevant experience)

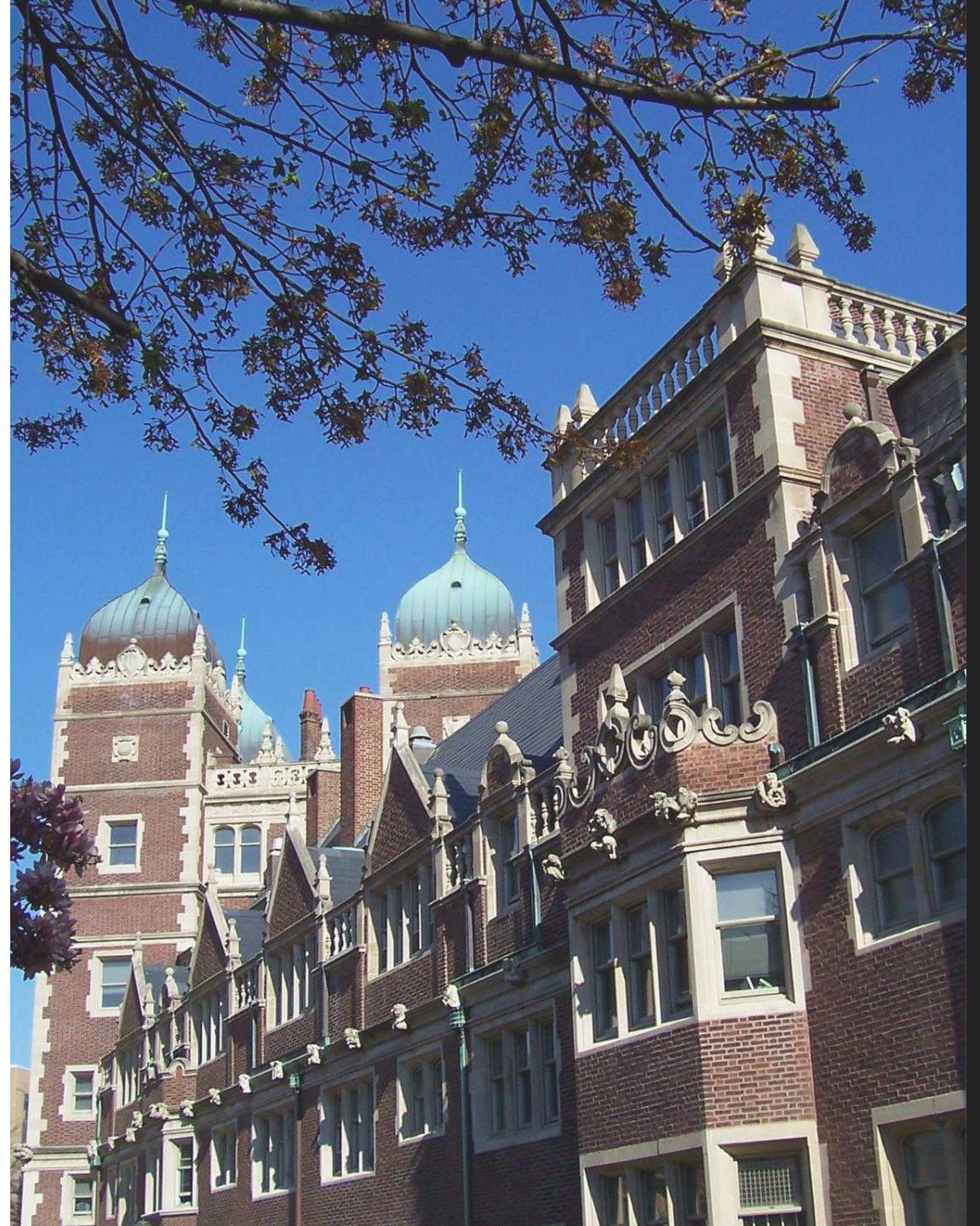
"As you will see from my resume, the earliest building blocks of my nursing career, even before completing nursing school, have their foundation in women's health. My work with expectant mothers as a research assistant, my years as a reproductive health counselor and educator, and my recent community health internship with Planned Parenthood have allowed me to focus my energies on the care of women and families, which is what drew me to nursing."





Reflection: Preferred Unit/Population

- Think of a specific area where you would like to work or a specific population that you want to serve.
- Jot down why you are interested and qualified.

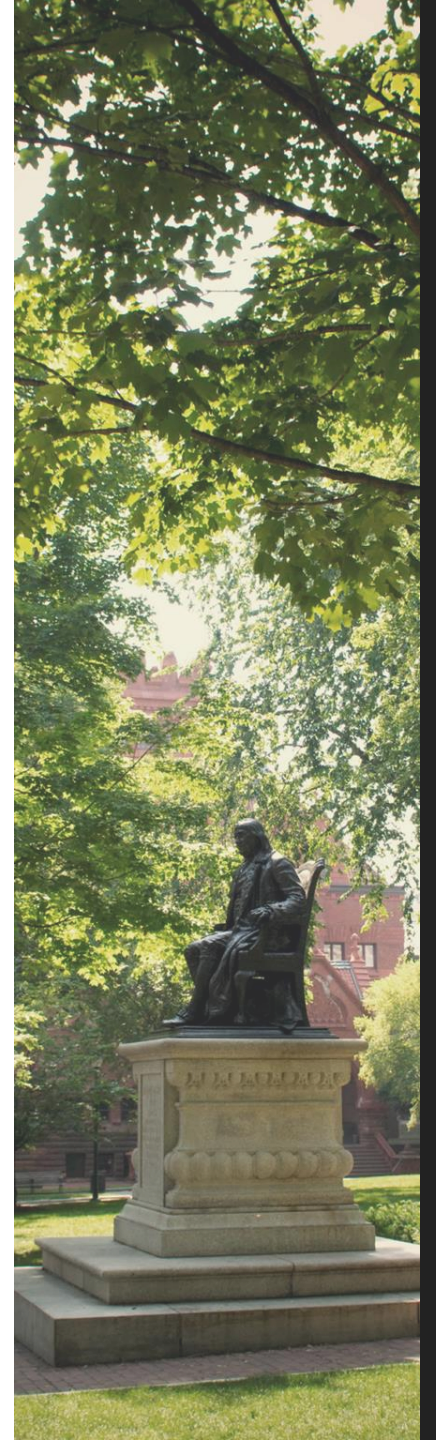




Cover Letter: Next Steps

Conclude your letter by:

- Thanking the reader for his/her time
- Noting your availability for an interview in order to discuss your interest and qualifications further
- Providing your contact information



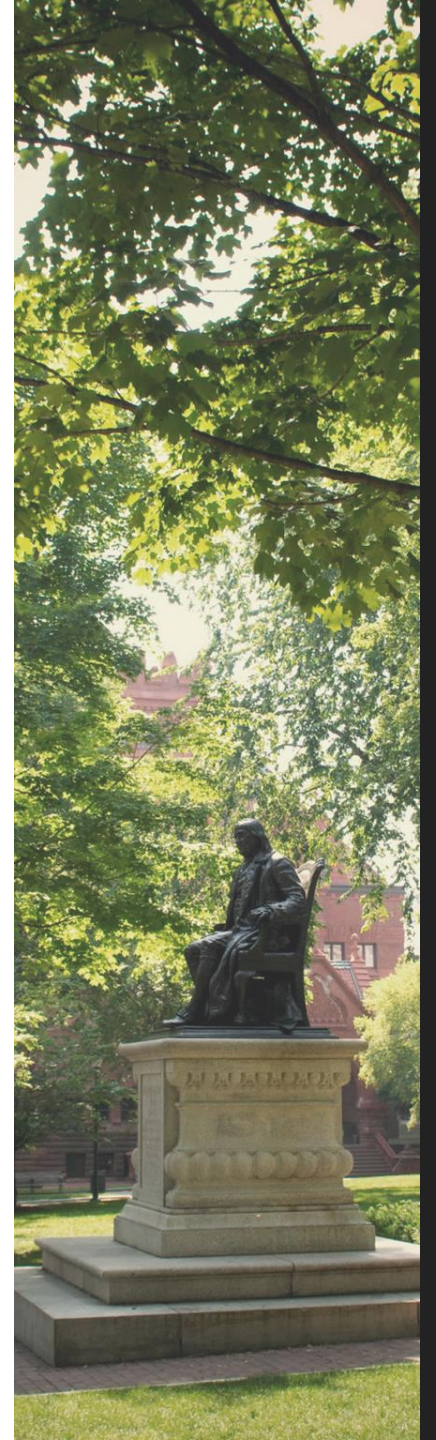


Cover Letter Sample 8: Next Steps

“I would be delighted to begin my career with Pennsylvania Hospital. If you would like to contact me, my cell phone number is 215-555-1234, and my e-mail address is nurseemily@yahoo.com. I look forward to speaking with you.

Sincerely,

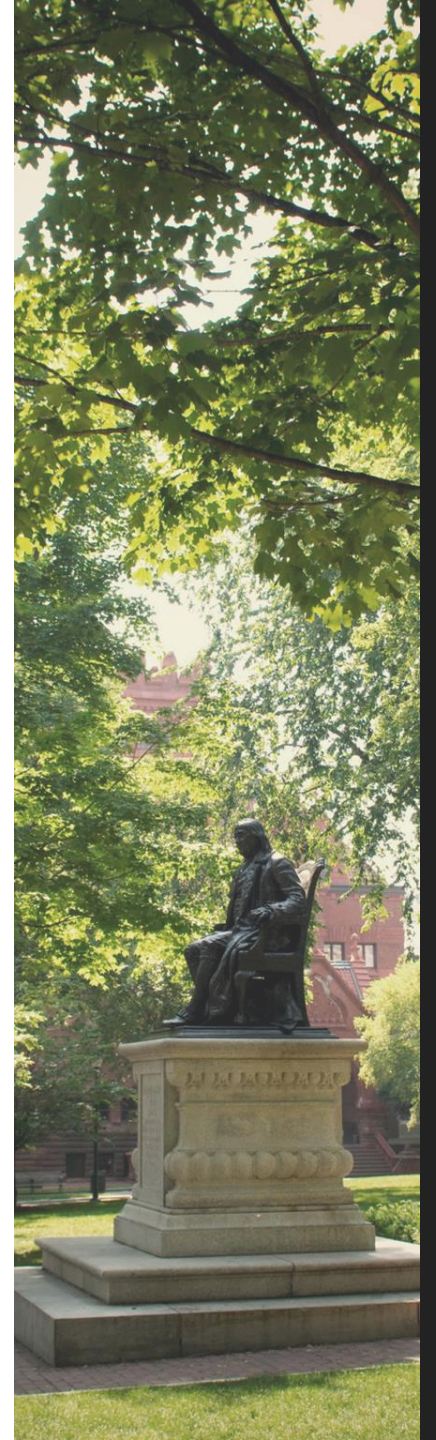
Emily Nurse”





Moving Forward

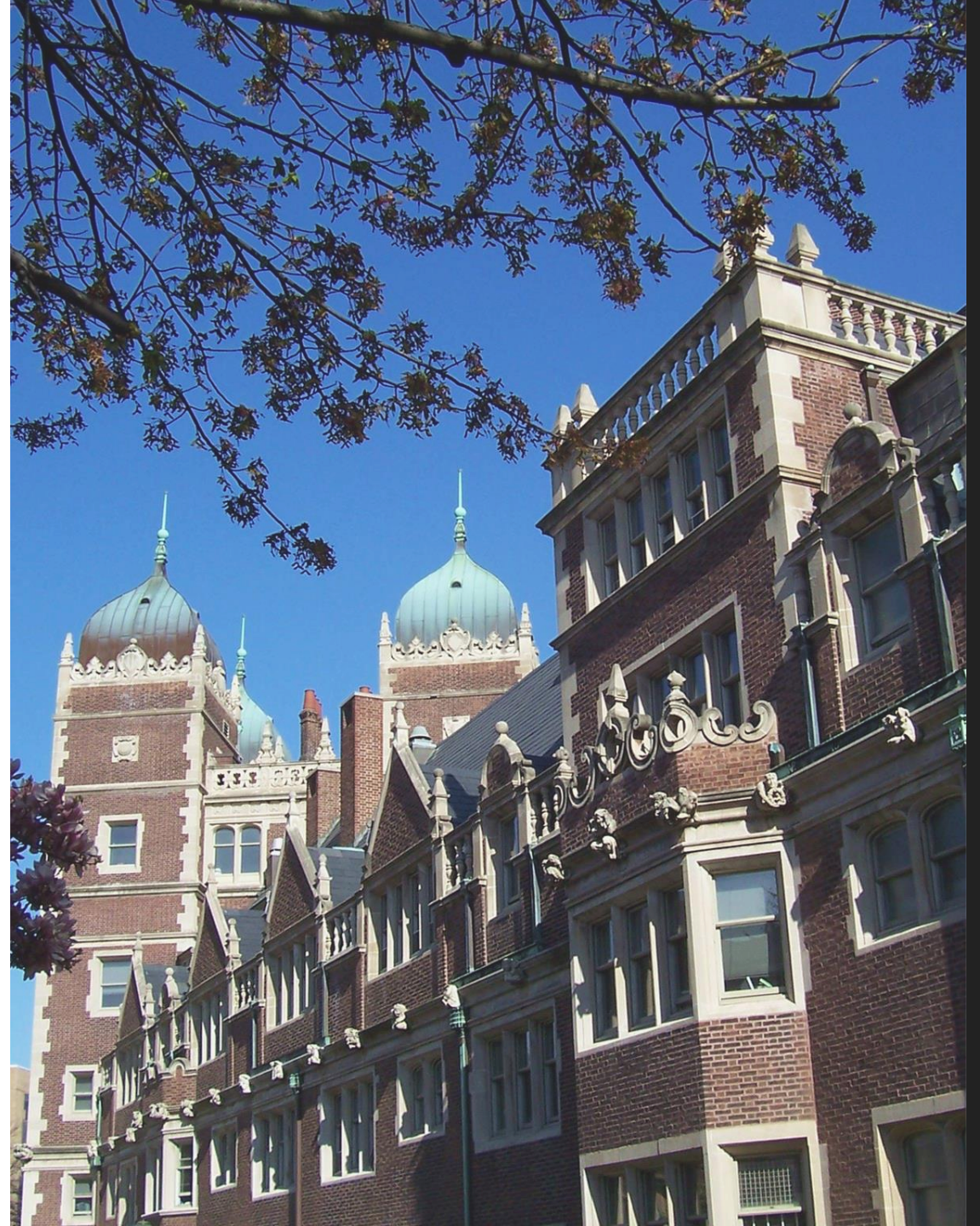
- Draft or update your resume.
- Brainstorm stories from your relevant experience of when you were the most *energized, fulfilled* and *impactful*.
- Find a position (job/internship) of interest, write a cover letter for it, referring to the stories you brainstormed that connect best with the position.
- Have your resume and cover letter reviewed by a career advisor. Appointments can be scheduled via [Handshake](#).





Resume & Cover Letter: Resources

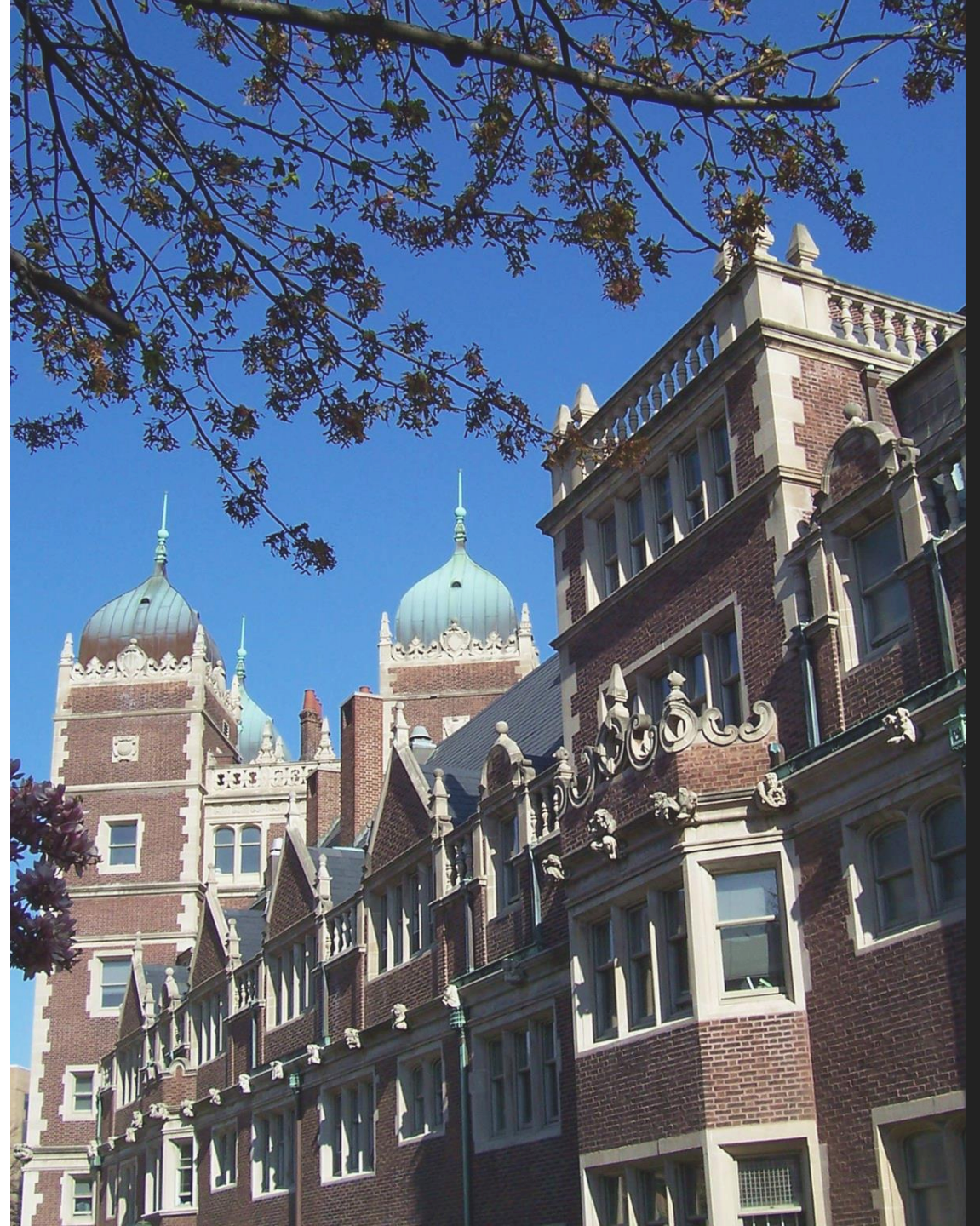
- [BSN Sample Resumes & Checklist](#)
- [Resume Writing Guide](#)
- [Cover Letter Writing Guide](#)
- Resume/Cover Letter Reviews: [Appointments or Same Day Advising](#)





BSN Job Search: Resources

- [Nursing Careers Page](#)
- [Nurse Residency List](#)
- [LiquidCompass – Nursing Jobs](#)



LiquidCompass

The screenshot shows the LiquidCompass website for Penn University of Pennsylvania Career Services. The browser address bar displays <https://www.liquidcompass.com/institutions/upenn>. The page layout includes a dark blue header with the Penn Career Services logo and a navigation sidebar on the left with icons for Home, Hiring Sheets, Market Analytics, and Employers. The main content area features a large banner with the text "The best way to find a job in healthcare." and search input fields for "Title, employer or keyword" and "Enter a location". Below the banner are two columns of "Popular Searches" and "Popular Hiring Sheets". The "Featured Employers" section lists Genesis HealthCare and Focus Staff Services. The "Featured Blog Articles" section includes an article titled "What I Wish I Knew Before Starting My First RN Job" posted by LiquidCompass in July 2023. The footer displays a list of Philadelphia Area Hospital Jobs with their respective counts and changes.

Home
Hiring Sheets
Market Analytics
Employers

Philadelphia Area Hospital Jobs Total Jobs | + New

Philadelphia Area Hospital Jobs	(+2)	St Lukes Quakertown Hospital	9 (-(+9))	St Mary Medical Center - Langhorne	127 (-(+5))	Taylor Hospital	40 (-(+0))	Temple University Hospital	88 (-(+0))	Thomas Jefferson	
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CAREER SERVICES

Thanks!

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Career Services

UNIVERSITY *of* PENNSYLVANIA