

**What is a Resume?**

**What is it *Not*?**

Within healthcare, a resume serves as a summary of recent and relevant experience that gives the reader a sense of who you are – and how you can contribute. It may include paid and volunteer experiences. Experienced RNs will focus on nursing skills, experience, training and certifications.

Think of it as a marketing tool that conveys your strengths and competencies.

**What it is *not*:**

It is not a legally binding document. (Some job applications may be, however.)

It is not necessarily inclusive of every work experience you have ever had. You may choose to omit very short-term jobs or volunteer experiences.

It can be formatted in different ways -- but there are some guidelines.

* Margins should be ½ to 1 inch wide – all around. It should be grammatically perfect.
* The typeface size should be no smaller than 10 point and no larger than 12 point for the body of the resume. Headings can be a little larger.
* It can vary in length, though a page (or page and a half) is best. Especially in healthcare, the busy nursing manager may have limited time to read a long resume.

There are many correct ways of expressing your experience. View some simple resume samples in Blackboard.

* Notice the use of a “summary statement” or “profile” that tells the reader a little about you at a glance.
* Notice the categories. These are fairly traditional, but you may not use all of them. You may add others. Good examples of other categories include: Awards and Honors; Leadership Experiences, Community Service, or International Experience.

After you draft your resume, send it to me by email or stop by and we’ll arrange a time to look at it together.

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