Welcome!

New Graduate Nurse Keys for Career Success
Topics To Discuss

- Introduction
- Succeeding in your search
- ATS who?
- Exceptional resumes
- Winning cover letters
- You passed the NCLEX, now what?
- The search begins
- You got a nibble!
- Preparing for the interview
- How to interview like a pro
- Demonstrating appreciation
- The inevitable rejection
- Tips from the trenches
- Resources
Succeeding in Your Search

- Methods for conducting your search
  - Traditional approach
  - Networking
  - Bold moves
  - Circumvention
- Everyone needs references
- Research
- Obtaining advanced certifications
- When should I start applying?
- It’s a marathon, not a sprint!
- It’s never too early to start
- What else should I know?
ATS Who?

- What is ATS?
- Why is ATS used by Human Resources / Recruiters?
- How can I optimize my resume for ATS
- Job descriptions
- Keywords are paramount!
Sample Job Description & Keywords

**New Grad RN: BSS Regional Staffing Program**

**Job Summary:**
This position assesses, plans, implements, evaluates and documents nursing care of patients in accordance with organizational policies and in accordance with standards of professional nursing practice utilizing the framework for professional nursing practice and development. This position is accountable for the quality of nursing services delivered by self and others who are under their direction. This position utilizes specialized knowledge, judgment, and nursing skills necessary to assess data and plan, provide and evaluate care appropriate to the physical and developmental age of assigned patients.

**Essential Functions**
- Assesses patient physical, psychological, social, spiritual, educational, developmental, cultural and discharge planning needs. Reviews patient history and physical with patient/family and assures completion within appropriate timeframe. Reviews available information obtained by other health care team members. Reviews diagnostic and laboratory data and reports abnormal results to the physician(s) and other appropriate caregivers. Completes assessment and reassessments according to patient need and as outlined in policy.
- Formulates a plan of care, including the discharge plan, utilizing assessment data and patient, family and health team input. Initiates a plan of care based on patient-specific needs, assessment data and the medical plan of care. Goals for patient are realistic, measurable and developed in conjunction with the patient/family. Considerations: the physical, psychological, spiritual, age specific and educational needs of the patient in the plan of care. Plans care in collaboration with members of the multidisciplinary team. Reviews and revises the plan of care to reflect changing patient needs.
- Implements the plan of care through direct patient care, coordination, delegation and supervision of the activities of the health care team. Provides care based on physician orders and the nursing plan of care. In compliance with policies and procedures, standards of care, and regulatory agency requirements. Delegates appropriately and provides nursing supervision in the provision of care to patients by other licensed nurses and other personnel. Promotes continuity of care by accurately and completely communicating to other caregivers the status of patients for whom care is provided.
- Evaluates the patient's and family's response to care and teaching, and revises the plan of care as needed. Evaluates patient progress towards goals and expected outcomes in collaboration with other health care team members. Evaluates patient's response and the effectiveness of patient teaching.
- Documents assessment, planning, implementation and evaluation in the patient record. Documentation is legible, timely and in accordance with policy. Documentation reflects objectives/subjective data, nursing interventions and patient's response to treatment. Notes physician orders accurately and in a timely manner.
- Provides care based on the best evidence available and may participate in research activities within clinical practice. Participates in unit or facility shared leadership. Interacts with the education, role development, and orientation of family/personnel, patients, students, families and visitors. Promotes support and growth of others through precepting and mentoring when appropriate.
- Contributes to society through activities that lead to excellent patient outcomes through timely, efficient, effective, equitable and safe care. Actively participates in the improvement of national nursing quality indicators and outcomes. Such activities may include participating in professional organizations.

**MINIMUM QUALIFICATIONS**

Must possess a current, valid RN license in state of practice, temporary RN license in state of practice. BLS certification is required. Additional certification or continuing education may be required based on area of practice.

Relates throughout the interview process the experience, training and education needed to perform the job. Must maintain clinical performance competencies appropriate to the area in which they work as demonstrated through annual validations.

Preferred Qualifications
Bachelor's degree preferred. Professional certification preferred. Additional related education and/or experience preferred.
Exceptional Resumes

- What exactly is a resume?
- Resume types
  - Functional
  - Chronological
  - Combined
- The truth about resumes
- Brainstorming session(s)
- Profile summary
- Sections/Headings
- Skill sets
Formatting Your Resume

- Language Use / Content
- Fonts & File Types
- Margins & Spacing
- Headers and Footers
- Section Headings
- Bells and Whistles
- Power Action Verbs
- Online vs. In Person Submission
- Unprofessionalism
What to Include and Not Include

- Caption
- Profile Summary
- Education
- Licensure and Certifications
- Work Experience
- Core Strengths & Competencies
- Clinical Experience
- Honors & Awards
- Community Involvement
# Resume Do’s and Don’ts

<table>
<thead>
<tr>
<th>DO</th>
<th>DON’T</th>
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<tbody>
<tr>
<td>Have consistency in formatting and content</td>
<td>Force everything onto 1 page, but stay within 2 pages. A new grad resume should be 1 page</td>
</tr>
<tr>
<td>Make it simple, easy to read and follow</td>
<td>Include irrelevant or outdated information (older than 7 years) no matter how important you think it is</td>
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<tr>
<td>Capitalize and use bold to create emphasis for section headings</td>
<td>Salary information, why you left previous employers, marital status, height, weight, age</td>
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<tr>
<td>Make sure experience and other items are listed in reverse chronological order</td>
<td>Use italic, vertical or horizontal lines, pictures, graphs, charts, viewable tables, fancy fonts, underlining, graphics, and hyperlinks</td>
</tr>
<tr>
<td>Proofread! Proofread! Proofread!</td>
<td>Never staple or fold your resume</td>
</tr>
<tr>
<td>Use only a Microsoft Word Document format</td>
<td>Use personal pronouns (I, me, you, he, she, etc.)</td>
</tr>
<tr>
<td>Adhere to resume format guidelines</td>
<td>Use abbreviations unless also spelled out</td>
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<tr>
<td>Keep bulleted items short and to the point</td>
<td>Write in a narrative tone, use slang, or words or phrases used in informal conversation</td>
</tr>
<tr>
<td>Eliminate articles (a, an, the, and others) from your resume if at all possible</td>
<td>List references on resume or “reference provided upon request”</td>
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<tr>
<td>Ensure most important information is closest to left hand margin and closer to the top of the page</td>
<td>Use an Objective Statement. The new forma is Personal Profile.</td>
</tr>
<tr>
<td>Make sure your full name, address, telephone number and email address is provided on resume</td>
<td>Do not include high school under education section unless this is the only education institution you attended</td>
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<td>Update resume frequently</td>
<td>Never hand write on your resume</td>
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<tr>
<td>Include dates of employment including month and year, location and position title</td>
<td>List clubs, organizations, or hobbies unless expressly related to your nursing degree or the position you are applying for</td>
</tr>
<tr>
<td>Include complete name of educational institution including graduation date or anticipated graduation date and location</td>
<td>Overthink what a resume is. It is a data file for an automated tracking system</td>
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Top Resume Mistakes

- Failure to proofread
- Attaching the wrong resume to a position you applied for
- Misspelling words that look similar and that spell check will not catch [i.e. annual (anal), multi-tasking (multi-tasting), facets (faucets), attaching (attacking), college (collage) among others].
- Writing bilingual but listing fluency for three or more languages
- Repeated words of phrases
- Not including contact information
SUSIE Q. SEEKER RN, BSN
212 Career Search Dr. | Tempe, AZ 85233 | 480-000-2222 | susieqseeker@gmail.com

PROFILE SUMMARY
Dedicated, caring, and compassionate patient-focused new graduate nurse with excellent communication and interpersonal skills in English and Spanish seeking position as a Registered Nurse in the Most Desirable Organizations RN Residency Program.

EMPLOYMENT HISTORY
Real Estate Agent, Realty Executives, Phoenix, Arizona, January 2008 to Present
- Client-centered practice focused on service, education, needs assessments, communication, and problem-solving
- Educated, guided, advocated for, and supported clients throughout the real estate process
- Provided consistent and continual communication, follow-up, follow-through, and mediated conflicts
- Collaborated with clients, colleagues, managers, attorneys, lenders, inspectors, and contractors
- Demonstrated ability working with diverse clientele
- Accepted invitation to serve on Realty Executives distinguished Associate Leadership Counsel
- Consistently achieved Multi-Million Dollar Club level of production
- Awarded one of the Top 25 Buyer Controlled Sales first year in real estate

LICENSURE & CERTIFICATIONS
Registered Nurse, RN # BR231632, Arizona State Board of Nursing, Renewal Date: August 2018
Advanced Cardiac Life-Support (ACLS), American Heart Association, Renewal Date: January 2016
Basic Life Support for Healthcare Providers (BLS), American Heart Association, Renewal Date: September 2014

EDUCATION
Grand Canyon University, Phoenix, Arizona
Bachelor of Science in Nursing, Summa Cum Laude Honors, 3.99 GPA
May 2013

CORE STRENGTHS & COMPETENCIES
- Interpersonal & Communication Skills
- Dependable, Detailed, Flexible
- Patient Care and Advocacy
- Patient and Family Education
- Assessment & Monitoring
- Infection Control
- Safety & Mobility
- Safe Medication Administration
- Knowledge of Developmental Stages
- Critical Thinking
- Fluent in English & Spanish
- Computer Proficient

CLINICAL ROTATIONS
Mayo Clinic, Scottsdale, Arizona, Practicum: Medical-Surgical Oncology
Scottsdale Healthcare, Scottsdale, Arizona, Critical Care Nursing
Scottsdale Healthcare, Scottsdale, Arizona, Nursing of the Childbearing Family
Cardon Children’s Medical Center, Mesa, Arizona, Pediatric Nursing
Veterans Foundation, Phoenix, Arizona, Psychiatric Nursing
Banner Del Webb Hospital, Glendale, Arizona, Medical-Surgical Nursing
Hospice of the Valley, Phoenix, Arizona, Community Nursing
Banner Good Samaritan, Phoenix, Arizona, Foundations of Nursing

HONORS & ORGANIZATIONS
- American Nurses’ Association, Active Member
- Scholarship Recipient, Grand Canyon University Merit Scholarship
- Scholarship Recipient, Johnson & John Nursing Scholarship
Winning Cover Letters

- What is a cover letter?
- Why do I need one?
- How to write an effective cover letter
- What should I include?
- Sample (s)
May 23, 2014

Most Desirable Organization
Attn: Human Resources
444 Success in the Making Circle
Phoenix, AZ 85032

To Whom It May Concern:

Thank you for taking the time to review my resume in consideration of the Nurse Residency program beginning September 08, 2014 at the Most Desirable Organization. I graduated with a Bachelor of Science in Nursing with honors from Grand Canyon University and obtained my Registered Nursing license shortly thereafter. I have a passion for oncology practice and would like to specialize in this field. When I completed my Practicum rotation at the Mayo Clinic, I discovered my niche in nursing and I firmly believe a mutually beneficial relationship could incorporate my education and experience with the Most Desirable Organization’s mission, vision and values for providing the best care through integrated clinical practice, education and research.

I am a professional individual capable of meeting the demands of a rigorous position while maintaining poise and a sense of calm under pressure. I am organized, detail oriented, resourceful, a quick learner, team player, hard worker, and dependable. I possess strong multi-tasking and conflict resolution abilities combined with excellent oral, written, and interpersonal skills allowing an effective working relationship with people of all levels. I am extremely proficient in the use of computers and numerous software applications and have utilized the Cerner Millennium, Power Chart, and Allscripts electronic medical record platforms. I have held numerous leadership positions and have received several awards for academic and community service excellence.

I have attached my resume for your review and consideration. I would love the opportunity to meet with you personally to discuss how my education, skills, and abilities could be fully utilized within the Most Desirable Organization. I am eager to embark on my nursing career and the mission, vision, and values of the organization strongly match my own. I look forward to speaking with you regarding the mutual benefits of accepting me as a candidate for the Nurse Residency Program or in any capacity within the Most Desirable Organization.

Thank you in advance for your consideration.

Best Regards,

Susie Q. Seeker

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John J. Jobseeker

March 5, 2014

One Fabulous Hospital
Attn: Human Resources
777 Job of My Dreams Lane
Phoenix, AZ 85032

To Whom It May Concern:

I am writing in response to an announcement recently posted on the One Fabulous Hospital employment opportunities website for new nursing graduates. As you can see from my resume, I will graduate in September 2014 from the Arizona State University School of Nursing and I am extremely interested in pursuing a position as a Registered Nurse with One Fabulous Hospital.

Through my clinical rotations, I have had the opportunity to work in several settings, including medical-surgical, critical care, and emergency. My experiences enabled me to develop strong skills that prepared me well for the challenges of nursing. My practicum rotation will occur in the critical care (ICU) unit at Banner Good Samaritan, and I am confident I will continue to develop as a nurse; particularly as I provide care to a diverse patient population. I firmly believe my niche in nursing lies in Intensive Care and I look forward to providing exceptional care to these fragile patients and their families.

In addition to my nursing skills, I have developed my leadership skills as well. As the Vice President of the Student Nurses’ Association, I have planned several community service activities, including a blood drive for ASU students with an 81% participation rate. Our chapter also created a program that provides infant care training to underserved mothers in the area. Additionally, I worked as a medical assistant for a local medical practice for three years which provided me extensive patient care experience.

I am very interested in beginning my nursing career at One Fabulous Hospital and believe my skills and experience prepare me well. I will contact you during the last week of August 2014 to arrange an appointment to discuss career opportunities with you. I look forward to meeting you, and please do not hesitate to contact me at 602-000-1111.

Sincerely,

John J. Jobseeker
You Passed the NCLEX, Now What?

- Join the New Grad Support Group on Facebook
- Network
- Develop your social media brand
- Practice, practice, practice
Let the Search Begin

- Create personal profile on employer sites
- Establish job alerts
- Spend a minimum hour daily
- Employer vs. job sites
- Where to look?
- Set realistic expectations

- Keep track
  - Organizations and positions applied to
  - Job search expenses
You Got a Nibble!

- Rejoice!!!
- Review your resume
- Continue practicing interview style questions
- Don’t stop
Preparing for the Interview

- Dealing with nerves
- Interview types
  - Telephone
  - In person
  - Panel
  - Peer review
- What to wear
- Prior, during, and after
- Best method for responding to questions
Business Attire or Not?
Behavioral Interview Questions

- Describe a time when you had to work with a difficult patient. Tell me specifically what you did in this situation.

- Provide an example of a time when you were required to work on multiple projects at once and knew there was no way you could feasibly meet the deadlines for all projects.

- Describe for me a time when you received negative feedback from a clinical instructor or professor.

- Provide an example of a time when you were given a task or assignment with no prior training and how you ascertained the skills to accomplish the task.

- Explain a time when you had to advocate for your patient.
What are the priorities for a patient who presents with angina? What are your main concerns about the patient’s condition and what would you expect the provider to order?

Tell me of the following 3 patients which you would see first and why? A 70 year old male in acute renal failure report SOB and substernal chest pain, a 55 year old male post surgery with a PCA complaining of 5/10 on the pain scale or a 45 year old female first day post op whose IV is dry and there is blood in the line.

You have an order to give 200mg of a medication. The vial has 400 mg in 2mL. What is the proper amount to administer?

One of your patients complains to the nurse manager that you are mean, ignore him and have not been in his room all day. How do you proceed?

You have two patients who need to ambulate for the first time. One was admitted for angina and an episode of syncope and is on a heparin drip and the other is an admit from the ED who has a history of seizures. Which patient would you have the PCT ambulate?
Personal Interview Questions

- Why did you choose nursing as a career?
- What is it about working for our organization that interest you?
- If you had to select one individual who would mentor you, who would it be and why?
- What is your greatest accomplishment to this point?
- What three words would you use to describe yourself?
- What have you done to stay current in your skills and the profession?
- What motivates you?
- Where do you see yourself 5 years from now?
**The Dreaded Interview Questions**

- Tell me about yourself.
- If I was to ask your clinical instructor what your strengths and weaknesses are what would they say? What would you say are your strengths and weaknesses?
- What has been your biggest mistake to date?
- Has your career developed or gone as you anticipated?
- Why haven’t you found a job yet?
- How long do you see yourself working for this organization?
- What is the one thing you would like to change about the nursing profession?
Interview Questions You Should Ask

- What are you looking for in an ideal candidate for this position?
- What are the greatest challenges facing the nursing staff in the unit I am applying for?
- How does the organization handle lateral violence?
- What made you choose to work for this organization and how long have you been working here?
- A question for the hiring manager – What is your management style?
- Are there opportunities for advancement if I wanted to obtain a masters or doctoral degree?
- What is the length of and what is included in the new grad training and onboarding process?
How to Interview Like a Pro

- Exude confidence
- Establish a rapport with the recruiter as if you were having lunch with your best friend. The conversation should flow freely, remain professional in nature, and demonstrate the personal side of who you are.
- Think of an interview kind of like you would a blind date. You have never met the person before and you want to get to know as much as you can about the individual in a short period of time. Remember, an interview is a two-way street. You are also interviewing the organization.
- Pay attention to yours and their non-verbal cues
- Be enthusiastic
- Dress the part
- Relax
Demonstrating Appreciation

- Why should I send a thank you?
- When should I send it?
- How should I send it?
- Whom should I send one to?
- What should I include in the letter?
- Sample (s)
Thank you for taking time out of your busy schedule to interview me for the Nurse Residency Program. It was truly a pleasure to meet you and I am honored to be considered for this opportunity. I left the interview even more convinced and impressed with Most Desirable Organization's high standards for excellence, education, culture, and dedication to providing innovative interdisciplinary health care to all patients.

I remain very interested in the Residency Program and appreciate your willingness to address the questions I had during the interview as well. Thank you for sharing with me the skill set and characteristics the Most Desirable Organization was searching for in an ideal candidate and for providing information on the challenges both nursing and administration are facing on a daily basis.

I am eager to embark on my nursing career and firmly believe the mission, vision, and values of the Most Desirable Organization strongly match my own. This is the exact opportunity I have been seeking and I would proud to join the Most Desirable Organization family and begin creating my legacy. I look forward to hearing from you soon.

Best regards,
Susie Q. Seeker

Thank you for the opportunity to interview with One Fabulous Hospital. I appreciate the time and effort from all the staff involved in the interview. I left the interview impressed with the organization's philosophy in regard to patient care and the desire to provide holistic care to all patients.

I also appreciated learning about your thoughts regarding the qualifications and accompanying challenges a new grad nurse would face on the unit. I tend to agree that the balance of responsibility and learning curve for a new grad may be some of the greatest challenges, but after learning about the manner in which the organization oversees the process and the level of dedication to new grad success makes me even more confident I can and will succeed in becoming competent nurse.

I remain extremely interested in this opportunity and am eager to learn more about One Fabulous Hospital and the Intensive Care Unit. I believe full heartedly in the mission of One Fabulous Hospital and remain confident my skills set, critical thinking, and judgment coupled with the enthusiasm and passion to join your team will allow me to provide exceptional patient care. Thank you again for the opportunity to learn more about One Fabulous Hospital. I look forward to hearing from you soon.

Sincerely,
John J. Jobseeker
The Inevitable Rejection

- Unfortunately, it’s bound to happen
- Do NOT see a rejection letter as proof you are “all wrong”
- Ask yourself some honest questions
- Send a thank you note or email
- Ask for feedback
- Think before you apply
- Take care of yourself
- Reasons why
Sample Response Letters – Rejection

John J. Jobseeker
123 My Career Path Way
Scottsdale, AZ 85250
602-000-1111
March 25, 2014
One Fabulous Hospital
Attn: Bob Boss, Intensive Care Unit
777 Job of My Dreams Lane
Phoenix, AZ 85032

Dear Mr. Boss,

I would be lying if I said I’m anything but keenly disappointed I wasn’t your final choice for the position of Registered Nurse with One Fabulous Hospital. But knowing how professionally and thoroughly each candidate was interviewed, and having made it to the "final four," I’m also honored to have been on that short list. I appreciate that your selection of the final candidate must have been very difficult.

It was a pleasure getting to meet you and seeing how well your team works together. I was also extremely impressed with the organization and how you were able to relate to your team. I sincerely hope sometime in the future we will have an opportunity to work together. If in the meantime, you would be so kind as to provide some feedback and areas of recommended improvement it would be greatly appreciated and incredibly helpful.

I wish you and your team great success. Thank you again for all your efforts on my behalf. I look forward to and expeditious reply.

Best regards,

John J. Jobseeker

SUSIE Q. SEEKER RN, BSN
232 Career Search Drive, Tempe, AZ 85233
Home: 480-000-3333 • Mobile: 480-000-2222
susieqseeker@gmail.com

June 15, 2014

Most Desirable Organization
Attn: Brenda McCormick
444 Success in the Making Circle
Phoenix, AZ 85032

Dear Mrs. McCormick:

Thank you for giving me the opportunity to interview for the Nurse Residency position with the Most Desirable Organization. I very much appreciate your consideration and interest.

Though I am disappointed by not being selected for the position, please know I am grateful for the courtesy and professionalism you showed me during the entire selection process. I enjoyed meeting you and other members of the organization, and these meetings confirmed my impression the Most Desirable Organization would be an excellent place to work and build a career.

I am writing now to inquire if you have any feedback that I might take from the visit to improve my candidacy as I move ahead in my job search. I would be most appreciative of your honest constructive critique if you see elements of my candidacy that could be improved.

I would like to reiterate my strong interest in working for the Most Desirable Organization. Again, many thanks for the opportunity to interview, and best wishes to you and your staff. Please keep me in mind if another position becomes available in the near future.

Sincerely,

Susie Q. Seeker
Tips From the Trenches

- Don’t wait for the job alerts or notifications.
- Remember, it takes time
- Take care of yourself
- Seek out others who will encourage you
- Be generous
- Purchase a suit to wear for interviews. This is ESSENTAL!
- Purchase business cards
- Firmly believe there is the perfect job already out there for you and be PATIENT
Resources


- Nightingale Nights – networking events just for nurses

- RNDeer.com – the most comprehensive site for nursing residency programs

- Crowd Vitae – http://crowdvit.ae/