

NP Career Coach Resume Tip Sheet

Demographics	Full Name and credentials
Address	Full Address
Phone	If you decide to list your cell phone number, answer it only when you have adequate time and privacy to talk and where you are certain you will have good reception.
Email	Make sure your email address is professional sounding. Avoid cute names such as “tommymom” or “sexybabe”. Consider creating a separate email account using your proper name just for job searching. It’s also not a good idea to use your work email. Prospective employers may look unfavorably on your use of your current employer’s resources to job search. The same goes for your phone number. Unless you own your own practice don’t use your office number.
Objective	This area is now generally called “Summary of Qualifications”. Make this statement meaningful. Avoid clichés like “use my skills to deliver compassionate care and promote health and wellness.” Keep it fairly brief and tailor it to the job for which you are applying.
Education	Only list your post-secondary institutions. Be sure to include the name, city/state, dates attended and the degree awarded for each institution you list.
Experience Or Work History	Dates! Be sure to list both month and year . In addition to listing the name of your employer, make sure also to list the town and state. Clearly state your job title. Summarize your job duties but emphasize accomplishments rather than skills. Avoid laundry lists of the duties that go without saying. It’s ok to brag! You may want to select and highlight your areas of experience that pertains to the job you are seeking. *Explain ALL employment gaps but DO NOT list NON-MEDICAL work experience Avoid listing your supervisor’s name. Potential employers might feel it gives them the license to contact them. If you plan to use a former supervisor as a reference then save them for your references list
Students/ New Graduates	**This section is only appropriate if you are seeking your first job as an NP ** You will want to make a section listing your clinical rotations. List your rotations by clinic name and number of hours – include the focus of the rotation (surgery, peds, etc.) Under each rotation list how many patients you saw per day, note procedures or skills you mastered and don’t hesitate to note if you performed them independently. Show your passion for your new profession in this section! Avoid listing your preceptor’s name for the same reasons listed under work experience.

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Licenses/ Certifications

DO NOT list any certification, license or DEA numbers. Make sure the certifying institution is clear. Make your national certification easy to spot since this is very often a job requirement. List the expirations date on all certifications. If you are in the process of applying you can note “pending”. If you do not have a current DEA number because it was not required in your position you can put “DEA eligible”. List **ALL** the states you have ever held a license in and indicate the status of your licensure by noting either “current” or “expired”.

This is also the section where you should note CPR, PALS, ACLS, etc.

Professional/ Memberships or Affiliations

This is where you can list boards where you have served, professional organizations, advisory groups, committee work and any volunteer work.

Think carefully before listing any political or religious affiliations.

Other Skills

If you are bilingual list all languages, note proficiency with EMR’s and if pertinent to the job you are applying for list any advanced skills such as suturing, casting, reading films, first assist, etc.

References

“Available upon request”

NEVER list these on a resume. Make a separate list

Formatting

Due to fears of viruses, many employers will prefer you to cut and paste your resume into an email or into an online form rather than sending an attachment. In that case simplicity is the best policy. Many resumes will at some point be transmitted electronically and very simple formatting will transfer with the least distortion. To insure the most readable format, avoid centering text, indenting, symbols, bold and fancy fonts.

The best idea is to left justify all your sections. This is still true even if they are accepting attachments. Employers often use software that “scans” your resume and complex formatting will result in a garbled mess on their end. All resumes should be ideally sent as a PDF (.pdf) file or as a WORD (.doc or .docx) document or you run the risk of the receiver being unable to open the file. I prefer PDF files over Word because Word will tend to highlight as a misspelling any words it does not recognize. This normally helpful editing function will be distracting to the reader.

When naming your resume file, call it “Jane L. Smith Resume” instead of “resume”. It will make it much easier for HR to find you.

If you would like a more visually appealing resume create a second version with all the bells and whistles for printing and bringing to your personal interview.

Good luck and happy job searching!

~ Renee

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