

The Office of Career Services Presents:



SUPPLEMENT FOR NURSING

RESUME
COVER LETTER
INTERVIEW QUESTIONS



OFFICE OF CAREER SERVICES

CALL: 626-815-2103

CLICK: www.apu.edu/careerservices

VISIT: NEW LOCATION! East Campus, Building 22

Complete List of Survival Guides Offered by the Office of Career Services:

Professional Survival Guide for Resumes, Cover Letters, & References

Professional Survival Guide for the Job & Internship Search Process

Professional Survival Guide for the International Job Search Process

Professional Survival Guide for Interviewing

Professional Survival Guide for Informational Interviewing

Professional Survival Guide for Applying to Graduate School

Supplemental Guides are available for Nursing, Teaching, and Military

**All guides can be accessed online through www.apu.edu/careerservices or
hard copies are available FOR FREE at the Office of Career Services**

Sample Resume

Marie Johnson

901 E Alosta Ave, Azusa, CA 91702 Box 3350

(626) 969-3434 • mdjohnson@apu.edu

EDUCATION

Bachelor of Science, Nursing (GPA 3.75)

June 2011

Azusa Pacific University, Azusa, CA

- Poster Winner, 7th Annual School of Nursing Research Symposium, April 2011
- Kaiser Delores Jones Scholarship Winner, January 2011
- Member, *Sigma Theta Tau*, International Nursing Honor Society (Iota Sigma Chapter), Winter 2011

NCLEX-RN, June 2011

Critical Care Class 48.0 hours

April 2011

SKILLS AND CERTIFICATIONS

Certified Nursing Assistant, License# 00111111

May 2009

Advanced Cardiac Life Support

June 2011

Basic Life Support Certification

May 2011

Blood Borne Pathogen Certified

Sept. 2009

INTERNSHIP AND CLINICAL EXPERIENCE

Sept. 2009-Present

- Kaiser Baldwin Park: Medical Surgical, 210 hours
- Casa Colina: Rehabilitation, 84 hours
- Las Encinas: Mental Health, 84 hours
- Pomona Valley Hospital: Labor and Delivery, 84 hours
- Children's Hospital of L.A.: Pediatrics, 84 hours
- Presbyterian Intercommunity Hospital: Critical Care, 126 hours
- Kaiser Fontana Valley Medical Unit: Internship, 150 hours
- Kaiser Baldwin Park OTC: Internship, 150 hours

RELATED VOLUNTEER EXPERIENCE

Administrative Assistant

Feb. 2005-April 2008

Vital Life Services (Day Center for HIV+ Individuals) Los Angeles, CA

- Provided a client-friendly environment with compassion and discretion for an underserved population by arranging appointments, troubleshooting needs and requests of clients, and ensuring confidentiality
- Helped organize 5 fundraisers for the facility by creating flyers, stuffing gift bags, and setting up the events, which collectively, raised over \$10,000

Hepatitis Educator

June 2006-Feb. 2007

The West Hollywood Free Clinic, West Hollywood, CA

- Performed blood draws for testing of Hepatitis A, B, and C, and subcutaneous testing for TB
- Administered Hepatitis A, B, and flu vaccines
- Provided counseling and education of Hepatitis and harm reduction techniques for patients belonging to vulnerable populations
- Participated in coordinating an anonymous needle exchange for members of the community to promote a healthy lifestyle

EMPLOYMENT

Server, Chili's Restaurant and Pyramid Alehouse
Pasadena, CA

Feb. 2007- Feb. 2010

Sample Resume

Anna Yakovitz

901 E. Alosta Ave, Azusa, CA 91702
626-969-3434 ayakovitz@apu.edu

EDUCATION

Master of Science in Nursing: Clinical Nurse Specialist (CNS) option May 2011
Eligible to take the NCLEX-RN December 2010
Azusa Pacific University, Azusa, CA
GPA: 3.86

Bachelor of Science in Biology May 2006
University of California, Irvine, Irvine, CA
GPA 3.7

CERTIFICATES and TRAINING

- Basic Life Support, CPR Certificate (valid through October 2013)
- Blood Borne Pathogens and University Precautions (valid through June 2015)

PRECEPTOR and CLINICAL EXPERIENCE

- 300 hour paid clinical preceptorship in Telemetry Unit, Kaiser-Permanente, Bellflower, 2011
- 40 hour leadership preceptorship in Neonatal Intensive Care Unit, Kaiser-Permanente, Bellflower, 2011
- Critical Care, Emergency Department rotation, Kaiser-Permanente, Anaheim, 2010
- Rehabilitation rotation, Tustin Rehabilitation Hospital, 2010
- Pediatric rotation, including Hematology-Oncology, Surgical and Cardiac Critical Care Units, Children's Hospital, Los Angeles, 2010

RELATED WORK EXPERIENCE

Cytogenetic Technologist, Genetics Center, Orange, CA June 2006- September 2009

- Conducted microscopic studies of chromosomes, comparing banding pattern to detect genetic abnormalities
- Karyotyped amniocentesis, blood, bone marrow and tissue specimen
- Prepared karyotype reports, requested pathology reports, procured specimen and maintained specimen log book
- Performed general laboratory duties
- Actively participated in regular CME seminars at the Genetics Center and St. Joseph Hospital, Orange, CA

VOLUNTEER EXPERIENCE

Team Member, Medical Service Trip, Azusa Pacific University, Uganda Summer 2010

- Administered HIV vaccinations to women and children at clinic in rural Uganda to prevent the spread of HIV
- Taught new mothers breast feeding techniques by encouraging them and providing positive feedback to build confidence

PROFESSIONAL AFFILIATIONS

- American Association of Critical Care Nurses
- International Society of Nurses in Genetics (ISONG)
- Sigma Theta Tau International, Iota Sigma Chapter

Sample Cover Letter

Marie Johnson

901 E Alosta Ave, Azusa, CA 91702 Box 3350

(626) 969-3434 • mdjohnson@apu.edu

February 1, 2010

Dr. Jane Smith, DNP
First Street Hospital
444 First Street
Los Angeles, CA, 91010

Dear Dr. Smith:

As a soon-to-be graduate of Azusa Pacific University with a Bachelor of Nursing and experience working with patients from diverse backgrounds, I believe I can go above and beyond in the New Nurse Graduate Program at First Street Hospital. I first learned about this opportunity through Angela Smith, my former classmate and registered nurse at First Street Hospital. Upon learning more about this position, I am impressed by the hospital's reputation for providing high quality medical care to every member of the community.

In May, I will complete my Bachelors in Nursing and will sit for the NCLEX in June. I bring a total of 300 hours in clinical rounds including Rehabilitation, Medical Surgery and ER. Last month I presented a poster on HIV/AIDs education at a regional Nursing Symposium, for which my team was awarded 3rd place. In addition to my research experience, I have spent time living and working among the poor in Mexico. While there I assisted at a medical clinic that provided basic health and nutrition services to pregnant women and their children. I learned how to interact with patients from highly diverse backgrounds, practiced my Spanish and learned how to think on my feet in emergency situations.

I look forward to hearing from you to talk more about my passion and vision for nursing as I enter this field. I am also able to provide references from current and former supervisors. Please feel free to contact me on my cell phone at (626) 969-3434 in the evenings or at mdjohnson@apu.edu. Thank you in advance for your consideration.

Sincerely,



Marie Johnson

Interview Questions

The questions below are typical questions that might be asked in a nursing interview. These questions were supplied by nursing faculty member, Laurie Lang. For additional information and tips about interviewing, please see our Survival Guide for Interviewing.

1. Tell me about yourself.
2. What led to your interest in nursing?
3. Describe a challenging problem you faced on one of your clinical rotations. How did you solve the problem?
4. When you are experiencing a stressful work situation, how do you relax?
5. Give a specific example of a time when you knew you did a good job as a nurse.
6. Have you ever been burned out? When? What did you do about it?
7. How would you respond if the head nurse asked you to do some of the menial tasks for patients that are normally not your responsibility?
8. How do you relax when faced with stressful work situations?
9. How would you respond if, in a rude and haughty time, a doctor questions your work, which you knew to be top-notch and absolutely accurate?
10. Do you think you will be a career nurse or eventually look for another profession? Why?
11. Why did you decide to become a nurse rather than a doctor?
12. Describe a situation in which you found yourself working with someone who was very sensitive and thin-skinned?
13. Describe a situation connected with nursing that made you angry.
14. We have all tried different ways of showing consideration for others. What are some of the things that you have done in this respect?
15. What are some ways you feel that nursing can become more professional?
16. If you were told that the nursing field was closed and that you could not become a nurse, what would you do?
17. What types of colleague do you least like to work with?
18. What type of nursing tasks do you find most objectionable?
19. How many years do you see yourself staying with this hospital?
20. How do you go about making a decision?
21. Do you have any questions for me?