



# Resume Planning Guide

---

## What is a Resume?

A resume can be described as your personal advertisement. It describes where you have been, what you have done, and where you are currently directing your career. It always includes positive facts about your accomplishments and your work-related duties and responsibilities. The goal of a resume is to obtain an interview from a prospective employer.

## Where Do I Begin?

To start your resume, begin with a list. **Write down all of your academic, extracurricular, volunteer, and employment activities that you can remember.** This is not the time to be modest, everything is potentially important. You can do your editing later. Just get everything down! This information will assist you in organizing your thoughts and life experiences as you begin to develop and create your resume.

## Does TTUHSC SON Offer Resume Assistance?

Yes! The Career Services Center has resources available to assist you in writing your resume. Once you have developed your resume, it is recommended you make an appointment with the Career Services Staff to get help with your resume. To set up an appointment, go to: <http://www.ttuhsoc.edu/son/career> (Students at regional campuses and onliune students may rquest an appointment but need to indicate they need a web (Zoom™) meeting

---

## Resume Formats

The outward appearance of your resume is as important as the content. The length depends upon your experience. Most students and recent graduates should be able to incorporate this information on one to one-and-a-half pages. Your use of underlining, “white space,” bold type, italics, and capitalization will enhance the appearance of your resume; however, do not overuse these as your resume may begin to appear too “busy”. We recommend that your resume be laser-printed.

# Resume Heading

The heading information on a resume is used by an employer to contact you. List your name at the top of the page (either centered or pulled out to the margin) and make it stand out through bolding, and capitalization. The heading should be larger than the text of your résumé. Typically your name is a 16-font size. List your full address, zip code, email address, and one telephone number with area code using a 12 to 14-font size. Make sure your email address is professional, and if not, create a new one. If your resume is long, find a heading format that only uses 2 to 3 lines. If the resume is multiple pages, make sure your name is on all pages.

<b>Josh Smith</b>	
1115 Resume Street Raider Land, TX 00000	555-123-1234 jmjamocks@gmail.com

## Developing Your Objective

An objective conveys a sense of direction: it is a “theme” statement that will help you organize the supporting information in your resume. The objective should be written from the perspective of what you have to offer rather than what you want from an employer or a position/job. To develop a strong, targeted objective, think about the following questions:

- What is the job title/position you are applying for?
- Where (type of organization or work environment)?
- What level of responsibility (entry, intern, management, etc.)?
- What skill(s) do you possess that is directly related to this position?

### Objective Example

Seeking a graduate nurse position at Heartland Childrens’ Hospital where I can use my passion for children and experience in pediatrics to contribute to the safety and well-being of patients and their families.

## Education

Begin by listing the name of the institution, city and state. Include the complete title of your bachelor’s degree followed by the program name; do not abbreviate. After this, include the month and year of your graduation date. If you hold more than one degree, list the most current related degree first and the remainder in chronological order from most current to least current. Include your GPA if it is 3.0 or over. Be sure to indicate whether the GPA you are listing is your overall, nursing, etc.

### Education Example

Texas Tech University Health Sciences Center, Lubbock, TX  
Bachelor of Science in Nursing, May 2013  
Overall GPA: 3.5  
Nursing GPA: 3.8

## Related Work Experience

When describing any experience or job, always give concrete examples of your duties, accomplishments, or achievements and back them up with numbers and percentages if possible. It is not necessary to go back as far as high school, unless the work experience is relevant to your objective. For example, a student wanting to work in Pediatrics might need to include a past experience as a babysitter, particularly if they didn't have any other experience working with children. If you do not have related work experience, you may use other work experience but show how the skills you learned will carry over to the nursing profession. You may include:

- Full Time and Part Time Jobs
- Paid Internships
- On-campus Jobs
- Seasonal Employment
- Military Service

List the name of the employer, location (city and state), and dates you worked. Then include your job title (position held). You may want to include the area or division you worked.

### Experience Example

University Medical Center, Lubbock, TX, January 2013-Present

Nurse Tech, Resource Pool

- Assist patients with daily tasks including bathing, grooming, dressing, toileting, cleaning up messes and turning over in bed
- Obtain and record vital signs as well as the amount of food or beverage a patient eats or drinks

## Clinical Experience

You may either create a new heading for your clinical experiences or list your clinical experiences as a subheading under the "Education" header.

The goal is to document the simulation and hospital clinical experiences that support your objective statement. In most cases it is not necessary to list every area you've been in. (The only exception is Baylor as they want to see a list of all your clinical areas.) Because you will not be listing every clinical rotation, you may want to title this section "Related Clinical Experience" or "Relevant Clinical Experience."

For more information on how to correctly document your clinical experiences on your resume, please refer to the PDF in the Library of Resources called "Documenting Clinical Experiences."

## Honors & Accomplishments

Your accomplishments and extracurricular activities tell an employer about your interests, motivations, and skills. Always include the year. You may include special recognitions and any of the following:

- Leadership Roles\*
- Honorary Societies
- Dean's List
- Athletic Team
- Club/Campus Activity
- Awards

\*If you have two or more leadership roles, and your resume isn't too long, having a section titled "Leadership Roles" would help those to stand out.

# Community Service

Have at least 3 areas of volunteering or community service, but not too many. When deciding what to include, think about your level of commitment. For example, it would be better to include being a mentor with Big Brothers/Big Sisters than running a 5K.

List the organization first, and then your role. If it isn't obvious, you can provide a very brief description of what you did. List things based on the group you served, not the organization that provided the opportunity. For example, if TNSA set up a volunteer day with Habitat for Humanity, you don't need to list TNSA under community service. (You would, however, include them as a professional organization.) Instead, list Habitat for Humanity. (See below)

## Community Service Example

### Community Service

Habitat for Humanity, volunteer

Accolade Hospice, volunteer – visited with patients and families in hospice care

# Other Headings

Depending on the length of your resume, and your past experience, you may have additional sections including:

- Certifications - Only include if current
- Professional Organizations or Memberships
- Honors - Such as Dean's List or President's List

# References

You may include on your resume a statement: "Available upon request" or "Furnished upon request." Only include a reference page if requested by an employer (usually 3 professional references are sufficient). However, have your references available in case they do ask. Use a supervisor, manager, boss, instructor/professor, or advisor/counselor as professional references. Always check with the person before using them as a reference and ask them how and where they would prefer to be contacted. Only provide the information they give you permission to share, such as cell phone number, work phone number, or email. On a separate page, include your heading information at the top. Include the name, title, address and telephone number for three professional references.

## Reference Example

Ms. Irma Wood  
Nurse Manager, Covenant Health System  
1234 19th Street  
Lubbock, TX 79401  
Work 806-743-1234  
Cell 806-555-1234  
irma.wood@covhs.org