

Sandy Smith

Sample

555 ABC Street • Cleveland, Mississippi 38732 • (662)846-5555 • sandy.smith@yahoo.com

OBJECTIVE:

To obtain a position as a Registered Nurse in a setting that emphasizes holistic care for patients and facilitates my growth and development as a professional nurse.

SKILLS:

- Excellent time management and implementing sound judgment to improve quality of patient care.
- Proven record of reliability and responsibility.
- Readily develop rapport with patients, families, staff, and other healthcare professionals from a variety of cultures and socio-economic conditions.

LICENSES & CERTIFICATIONS:

- Licensed Registered Nurse, Mississippi Board of Nursing, 20xx
- Basic Life Support, American Heart Association, 20xx
- Advanced Cardiovascular Life Support, American Heart Association, 20xx

EDUCATION:

20xx-Present	Delta State University Bachelor of Science in Nursing, GPA: 3.5 Pending Graduation: December 20XX	Cleveland, Mississippi
20xx	Mississippi Delta Community College Associate Degree of Nursing, GPA: 3.7	Moorhead, Mississippi

CLINICAL EXPERIENCE:

Spring 20xx	Maternal/Child	St. Dominic Health Systems	Jackson, Mississippi
Fall 20xx	Medical/Surgical	Bolivar Medical Center	Cleveland, Mississippi
Spring 20xx	Gerontological	River Regions Medical Center	Vicksburg, Mississippi
Fall 20xx	Management	Bolivar Medical Center	Cleveland, Mississippi

EXPERIENCE:

Summer 20xx	Greater Texas Children's Hospital <i>Student Nursing Intern – Intensive Care Ward</i> <ul style="list-style-type: none">• Covered for vacationing LPNs; Delivered and administered daily doses of oral medications; Updated charts under supervision of RN) to reflect changes in patient conditions	Dallas, Texas
Summer 20xx	Bolivar Medical Center <i>Nursing Assistant</i> <ul style="list-style-type: none">• Provided assistance to nursing staff on an as-needed basis; Answered patient calls for care and feeding; Assisted immobile patients with bathing, feeding and clothing	Cleveland, Mississippi

HONORS & ACTIVITIES:

- Phi Theta Kappa Honor Society
- Robert E. Smith Nursing Scholarship, 20xx
- Student Nurses Association, Delta State University
- President's List, Delta State University
- Vice President, Student Government Association, Mississippi Delta Community College

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REFERENCES:

Mrs. Scarlett H. Thompson, RN

Former Supervisor / Intensive Care Nurse Floor Supervisor
Greater Texas Children's Hospital
Dallas, TX 41756
(972) 465-0000
sthompson@txchildren.com

Ms. Debbie Allen, MSN

Academic Advisor / Instructor in Nursing
Delta State University
Cleveland, MS 38733
(662)846-4261
dallen@deltastate.edu

Dr. Lizabeth Carlson, DSN, RN, BC

Professor / Dean, School of Nursing
Delta State University
Cleveland, MS 38733
(662) 846-4268
lcarlson@deltastate.edu

Dr. Lucy E. Davis

Mentor / Physician
Bolivar Medical Center
Cleveland, Mississippi 38733
(662) 846-3333
ldavis@clevelandmed.com

Do not duplex or staple actual resume!

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March 1, 20xx

Ms. Leigh Williams
LeBonheur Children's Medical Center
1234 University Avenue
Memphis, TN 33333

Dear Ms. Williams: (use name if you know it)

I am pleased to enclose my resume for consideration of the pediatric registered nurse position at LeBonheur Children's Medical Center. Upon investigation of the position, I believe that I possess the knowledge, experience, skills and talent to make a significant contribution to the success of the hospital's mission of

_____.

I will receive my Bachelor of Science degree in Nursing from Delta State University in December 20xx, and I am looking for an opportunity to utilize my skills and knowledge. The RN position would allow me the opportunity to utilize my clinical skills to help LeBonheur Children's Medical Center be distinguished as the premier children's medical center in the nation.

In addition to studying valuable courses, such as physical assessment, pharmacology and maternity nursing, I have learned a great deal about the profession through my internship opportunity at the Greater Texas Children's Hospital. Further, I offer solid experience in the field through completion of my preceptorship and working as a part time nursing assistant at Bolivar Medical Center.

The pediatric registered nurse position at LeBonheur Children's Medical Center mirrors my interests and abilities, and I am very excited about the possibility of joining the LeBonheur team. To provide you with more information about my experiences and education, my resume is enclosed. Thank you for your time and consideration.

Sincerely,

Sandy Smith

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Enclosure

**For consistency...
Resume, Reference Sheet and Cover Letter
should all have the same header!**

Nursing Interview Questions

- Why do you believe you are qualified for this position?
- Have you ever accomplished something you didn't think you could?
- What is the difference between being a manager and a leader? A leader and a follower?
- One of our biggest problems is _____. What has been your experience with this? How would you deal with it?
- How do you compare your clinical knowledge to your management skills?
- How would you handle a situation with tight deadlines, low employee morale, and inadequate resources?
- Describe a challenging problem you faced on one of your clinical rotations. How did you solve the problem?
- Give a specific example of a time when you knew you did a good job as a nurse.
- How would you respond if a doctor in a rude and haughty tone questioned your work, which you knew to be top-notch and absolutely accurate?
- Why did you decide to become a nurse rather than a doctor?
- Describe a situation where you found yourself working with someone who was very sensitive or thin-skinned.
- If you were told that the nursing field was closed and you could not be a nurse, what would you do?
- What types of nursing tasks are most objectionable to you?
- Describe a situation you experienced in the past year, connected with nursing that made you angry.
- Why did you choose (ER, OR, ICU, LTC, FNP or other specialty area) of nursing?
- What do you know about our hospital? About our community?
- Tell me about a time when you had to handle an irate physician, co-worker or patient. How did you handle the situation and what was the result?
- Outside of nursing, what was your favorite class?
- What do you do to relax?
- How do you handle stress?
- What nursing journals do you read regularly?
- Describe a time that you have read a piece of research then implemented the findings into your workplace.
- How do you stay up-to-date with current practice?
- How do you feel about shift work?
- Are you aware of your limitations and prepared to ask for help when needed?