

Linfield College

Nursing Resume & Cover Letter Packet (rev 2019)

Compliments of Linfield-Good Samaritan School of Nursing, Office of Student Life and Nursing Alumni



Linfield-Good Samaritan School of Nursing



2255 NW Northrup St. Portland OR 97210

RESUME & COVER LETTER TIPS

A **RESUME** is a document that gives a broad-based overview of your career, a document you hope to use over and over again.

Resumes are a snapshot of you and should be used to highlight your skills and education. Resumes may also be the first and only impression that the employer gets of you before an interview. Therefore, a resume should be accurate, well organized, concise, and professional; and “show-off” your uniqueness as an applicant for a specific position.

There are many styles of resumes but the areas you should make sure to include are:

- Education (list BSN at the top of all other education)
- Clinical rotations (with # of hours) with a focus on senior clinical placement
- Work experience
- Things that make you unique (travel, language skills, honors, leadership, volunteerism, skills, hobbies)

A one-page resume continues to be the expected length for new grads. However, if a 2-page resume is requested or necessary to share relevant experience, make sure your name is at the top of each page in case the pages get separated. All of the most significant information should be on the top half of the first page.

A **COVER LETTER** is a unique letter to a specific person for a specific reason with a unique message tailored for each situation. It should be written in business format and be concise and to the point.

Cover letters are career marketing letters to market the job seeker, highlight notable qualifications and career successes, and generate an invitation for a personal interview.

Objectives of your Cover Letter should be to:

- Introduce yourself and clearly define who you are
- Highlight your most notable qualifications, experiences, credentials, skills, and achievements
- Identify the value you bring to an organization
- Capture your reader’s interest and motivate them to call and offer you an interview

Many career websites offer resume and cover letter samples. Here are a few that can be helpful for nursing graduates:

- careers.ana.org
- www.aftercollege.com/career-networks/linfield-college/school-of-nursing/
- www.healthcareers.com
- www.careerbeam.com

Name

Phone Number, Email, LinkedIn

SUMMARY

New graduate BSN interested in serving the health care needs of vulnerable pediatric populations in the local community. Motivated to work on collaborative practice teams. Bilingual.

EDUCATION & CERTIFICATIONS

Bachelor of Science in Nursing	Linfield College, Portland, OR	Class of 2016
Basic Life Support (BLS) Certificate	American Heart Association, Portland, OR	Current
NIH Stroke Scale Certification	National Institute of Health, USA	Current

CLINICAL EXPERIENCE

Senior Practicum	Nursingale for the Medically Fragile	Medically Fragile Children	174 hours
Nursing Leadership	Nursingale for the Medically Fragile	Medically Fragile Children	50 hours
Pediatric Acute Care	Randall Children's Hospital	Medical/Surgical	102 hours
Perinatal	Providence St. Vincent	L&D, NICU, Postpartum	68 hours
Chronic Illness	Mirabella Portland	Long-Term/Memory Care	80 hours
Mental Health	Oregon State Hospital	Bridges Ward	80 hours
Nursing Foundations	Milwaukie Convalescent Center	Nursing & Rehab	60 hours

WORK EXPERIENCE

Waitress, Helvetia Tavern 2014-Current
 Provided excellent customer service in a busy, often hectic environment. Excelled in team and client communication, multitasking, prioritization and organization.

Administrative Assistant, Intel Corporation 2012-2014
 Managed office operations, including scheduling and event planning for three supervisors and their teams. Acted as resource for all in need of administrative support in order to help the team best function as a whole.

Swim Instructor/ Lifeguard, Sunset Swim Center 2009-2012
 Educated ages ranging from infancy to adulthood in becoming proficient in swimming. Provided safe instruction, planned and effectively organized class times, with a goal to stimulate creativity and self-esteem.

LEADERSHIP & RECOGNITION

Member of the Dean's List, for outstanding academic performance with a GPA of 3.67.

Nursing Students Without Borders, Linfield College 2014-2015
 Active participant in student club to promote awareness of global health issues specific to underserved and vulnerable populations. Personally focused on and advocated for the homeless teenage population in Portland.

Special Education Volunteer, Scappoose High School 2009-2015
 Collaborated with education team to provide tutoring in reading, writing and basic math skills. Worked closely with students in life-skill development classes with a focus on helping students to develop positive coping skills.

Rose Haven, Clothing Shop, Portland 2013
 Supported women and children (victims of violence or trauma) in accessing and selecting appropriate clothing to wear to interviews or court dates, leading to sustainable life improvements such as increased self-esteem.

Humanitarian Award, Washington County Sheriff's Office 2011
 Attempted to revive a young man following motor cycle crash. Awarded for compassion and direct efforts to preserve a life.

Name
Address, Phone Number, Email, LinkedIn

Summary Statement: New BSN graduate, committed to efficient, clear communication. Prioritizes patient education. Able to appropriately prioritize amidst competing demands. International travel with demonstrated cultural competencies.

Education:

Linfield College, Portland, Oregon, Bachelor of Science in Nursing **2015**

Oregon State University, Bachelor of Science in Public Health **2013**
Health Promotion and Health Behavior, and Pre-Nursing; Magna Cum Laude

Clinical Experience

Senior Capstone: Labor and Delivery | *Providence St. Vincent, Portland, Oregon* **224 hours**
Leadership and Management theory and practice

Maternal Child Health | *Providence Portland, Portland Oregon* **84 hours**

Acute/Medical Surgical | *Providence St. Vincent, Portland, Oregon* **126 hours**

Chronic Illness/Skilled Care Nursing | *Mirabella, Portland, Oregon* **126 hours**

Mental Health | *Telecare Recovery Center, Woodburn, Oregon* **126 hours**

Long Term Care | *Marquis-Centennial, Gresham, Oregon* **48 hours**

Work Experience

Linfield College, Portland, OR / *Peer Tutor* **2015**

- Selected by faculty to provide peer tutoring to nursing students in pathophysiology and pharmacology.
- Gained teaching skills applicable to patient education.

Bridge Seafood Restaurant, Portland, OR / *Server* **2014 - 2015**

- Honed multi-tasking, professional communication and prioritization skills.

Starbucks, Portland, OR / *Barista* **2013**

- Provided quality customer service and resolved conflicts in a busy, often chaotic, environment.

Samaritan Cancer Center, Corvallis, OR / *Intern* **2013**

- Executed first National Cancer Survivor day celebration with over 80 survivors and 200+ attendees.

Volunteer Experience

Parent Enhancement Program, Corvallis, OR / *Volunteer* **2012-2013**

- Provided positive parenting education, fellowship and family activities for young at risk families.

SCREEN, Samaritan Health Services, Corvallis, OR / *Lead Volunteer* **2012-2013**

- Presented breast and cervical health information to community groups, coordinated breast and cervical cancer screenings for women.
- Planned HPV Free-Easy as 1-2-3 for SCREEN at Oregon State University, a cervical cancer awareness event for college age students.

Proyecto Fe Mission Trip, San Pedro La Laguna, Guatemala / *Volunteer* **2006**

- Brought medical supplies to those in need, assisted with building homes for elderly, created carnival day camp for local children, gained cultural competency while working with local Guatemalan people.

Activities and Achievements

Dean's List | *Linfield College* **2015**

Peterson and Grimes Scholarship Recipient | *Linfield College* **2014-2015**

Provost Scholarship Recipient | *Oregon State University* **2009-2013**

Name
Phone Number, Email, LinkedIn

SUMMARY: Patient-focused, well-organized recent BSN graduate. Committed to accurate, compassionate patient care in fast paced situations. Maintains a positive attitude in stressful situations.

EDUCATION

Bachelor of Science in Nursing
Linfield-Good Samaritan School of Nursing, Linfield College, Portland Campus
Completion or Estimated Completion 2019

CLINICAL EXPERIENCE

St. Vincent's Hospital – 7East (med/surg). Cared for patients with renal concerns, diabetic issues, respiratory illness, wound matters and various other acute care issues. 126 hours.

Coffee Creek Correctional Facility – Processed incoming inmates, completed physical and historical assessments. Performed sick call with prison doctor. Assessed and cared for maternity patients in infirmary. Passed meds on all units. 126 hours.

Salem Hospital – Current practicum at Family Birth Center in labor and deliver. 192 hours at completion date.

Legacy Emanuel Hospital - Postpartum mother/baby care, labor and delivery assistance. 84 hours.

Healthy Start, Clackamas County – Aided CSWs in mother/baby care, in-home instruction for at risk mothers. 88 hours.

Oregon State Hospital – Assisted mental health and psychiatric nurses in interviewing and evaluating patients. 126 hours.

Salem Birth Center - Performed research for <name>, preceptor, to aid in revising and writing new policy. 70 hours.

WORK EXPERIENCE

Travel Agency Name – Owner and manager 2000 - 2018
Arranged and guided tour groups to many countries and specialty interest fields, including women's literature in England, genealogy research in Scotland, archeology in Mexico.

COMMUNITY INVOLVEMENT

United Way – Chair member, Eugene Oregon Board. Enlisted and organized team captains and their 20 member teams in a city-wide fundraiser.

Polk County Precinct Leader – Ran local precinct voting station.

Relief Society President – Led local church women's service organization. Supported 100+ women and their families with their physical, social and spiritual needs.

Volunteer - Fundraising efforts for various public school organizations.

HONORS / ACHIEVEMENTS

Member – Sigma Theta Tau International Honor Society of Nursing
Member SNA

Name Address, Phone Number, Email, LinkedIn

Summary

Dedicated and hardworking recent new BSN graduate. Interested in working on a multi-disciplinary team to provide high quality and comprehensive clinical care and patient/family services. International travel with demonstrated cultural competencies.

Education

Linfield College, Good Samaritan School of Nursing – Portland, OR **Expected Graduation:** Date
Bachelors of Science in Nursing, Magna Cum Laude, GPA 3.9

Linfield College – McMinnville, OR Date
Pre-Nursing

Nursing School Clinical Experience

Senior Practicum (in progress)	Legacy Emanuel Hospital	Family Birth Center	184hours
Leading and Managing	Willamette View Medical Center	ICU	40 hours
Chronic Care	Willamette View Medical Center	Health Center	126 hours
Acute Care	Legacy Emanuel	Surgical Specialties	126 hours
Maternal-Child Health	Salem Hospital	Family Birth Center	84 hours
Mental Health	Arbor Place	Residential Facility	126 hours
Clinical Nursing Skills	Robison Jewish Health Center	Long Term Care	48 hours

Employment

Portland Parks and Recreation Southwest Community Center Date

- Served a diverse community, providing excellent service with high level of customer satisfaction.
- Expanded teamwork and teambuilding skills as camp coordinator, camp director, camp counselor, recreational service representative, and childcare attendant.

Volunteer Experience

Portland Marathon First Aid Station Date

- Provided first aid care to marathon participants.

Multnomah Education District Outdoor School Student Leader Date

- Cabin leader and role model for sixth grade students. Provided education, inspiration and education related to science and nature.

Loaves and Fishes Kitchen Volunteer Date

- Efficiently prepared and packaged meals for Meals-On-Wheels program.

Saturday Academy Speaker Date

- Shared nursing school experience to inspire high school students to consider a career in nursing.

Activities and Achievements

International Study Abroad Health Promotion in Cameroon Date

- Worked with local NGO in Cameroon to promote health and provide healthcare education to children orphaned by HIV/AIDS and their classmates.

Dean's List Linfield Good Samaritan School of Nursing Date

- Outstanding academic achievement.

Name
Address
Phone number
Email

Date

Nursing Recruitment
OHSU Employment Division – HR
Address
Portland, OR 97201-3098

Dear Nursing Recruitment,

I am a senior nursing student who will be graduating with my Bachelor of Science in Nursing this <month>. I am interested in the <internship/residency> program at Oregon Health & Science University (OHSU). I have enclosed my resume for your consideration.

This semester I have enjoyed the opportunity to learn more about OHSU from within the organization. I am currently at OHSU for a clinical rotation focused on nurse leadership and management. <Name>, my preceptor and magnet project coordinator, has already taught me a great deal about OHSU's plan to strive for magnet status. The organization's dedication to magnet status ensures nurses are able to practice autonomously within their scope of work with other competent nurses, and be supported in continuing education efforts. I would be honored to participate in furthering of OHSU's reputation of leadership in nursing.

In my clinical rotations, the opportunity to take on nursing responsibility was emphasized. During my senior practicum in the ICU, I was able to take my own patients, with supervision of a preceptor, and organize their care during my 12-hour shift. I was also responsible for communicating with the patient, the interdisciplinary team and the patient's family regarding the patient's critical dynamic health status. This opportunity to practice more independently was a challenging and rewarding experience, preparing me well to step into this residency.

I appreciate your time in reviewing my application and resume. Thank you for your consideration. I look forward to the opportunity to interview.

Thank you,

<Name>

Name
Address
Phone number
Email

Date

Dear Nurse Manager,

I am writing to express my interest in joining the <name of organization> team through an RN position in Oncology/Infusion. I will graduate with a Bachelor of Science in Nursing from Linfield Good Samaritan School of Nursing this <month>. I anticipate taking my NCLEX-RN in late <month>.

There are a number of experiences that have prepared me for this step in my career. Prior to beginning nursing school, I worked as a medical assistant in a small non-profit clinic for underserved populations. This experience has helped me understand the difference health education can make to patients and the power it can have to change behaviors and habits to benefit the patient's health outcomes. While at Linfield, I had the opportunity to travel to the nation of Cameroon for a health promotion service project. This experience reinforced my values of equality, social justice, empathy and respect for all.

More specifically to this role, I have had two rotations in Oncology and Infusion as a student nurse. These roles have given me hands-on experience in Oncology nursing. They have also made me aware of how important it is to promote quality of life for patients with cancer. I experienced first hand the art of patient focused care for this particular population, as well as the teamwork, commitment and high standards that are the foundation for nurses in this field. I would be proud to be a part of this work at <organization name>.

I hope to have the opportunity to talk with you in person about my interest in <organization name>. Thank you for your time.

Sincerely,

Name