



# Nursing Cover Letter and Resume Tips

A good cover letter and resume are essential to getting the attention of a future employer because without impressing them on paper, it is nearly impossible to be able to get an interview. The basics for a cover letter and resume for a nursing career are similar to that of many other professions; however, you will want to make sure yours stands out from the others.

## For both your cover letter and resume:

Be sure to include your nursing experience to show that you are competent and qualified.

- State your current position and past positions as a nurse's aide or other medical profession if applicable.
- State the number of years and location for each position.
- List out what types of units or specialties you've worked in.

The potential employer will also want to know about your education.

- State the highest level of degree you hold: Associate's, Bachelor's, or Master's.
- State the date that you graduated or date of expected graduation.
- State the name of the university that you obtained or will obtain your degree from.

## For your cover letter:

Within your cover letter, show the reader your best qualifications.

- Major key words to include would be **critical thinking, delegation, prioritization, and organization**. Explain how you have demonstrated proficiency in each of the aforementioned key words in the past.
  - ⇒ Ex. "In my previous job I frequently used my critical thinking skills to aid in decision-making during difficult situations. I learned to refine my delegation skills to improve upon workflow and maximize efficiency within the care team. Through the refinement of my critical thinking and delegation skills, I was then able to improve upon my prioritization to ensure that my work was effective."
- If you have a positive experience with the hospital as either a student, patient, or family member of a patient who was cared for, explain how it has affected you or positively impacted your perception of that hospital within your cover letter.
  - ⇒ Ex: "During my previous clinical rotation at \_\_\_\_\_ Hospital, I encountered so many welcoming nurses and nurse aides who shared their knowledge with me. The positive interactions I encountered with the staff members during this rotation brought me to the realization that this is a community I would like to be a part of."
- Explain why being a nurse is important to you. Try to AVOID using clichés such as "**I became a nurse because I wanted to help people**" or "**I became a nurse, so I could change the world.**" These types of statements will not make you stand out as a potential candidate.





## For your resume:

Within your resume, highlight your relevant medical experience.

- List the experiences, volunteer activities, or projects that prepared you for the position you have applied for.
- Include information regarding graduating with honors, acceptance into the Sigma Theta Tau Honor Society, or any other honors or awards you received in the program.
- Tailor your wording towards the specialty you're applying for. For example, in an intensive care unit application, describe your ability to work under pressure.

⇒ Ex. "In my current position, I frequently make rapid and well-informed decisions in code blue situations."

OR

⇒ If you do not currently work in a medical position you could say, "In my current position, I am often in rapid decision-making positions that are imperative to ensuring safe and quality operations."

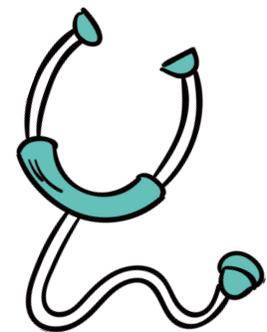
⇒ Ex. "In my current position I collaborate and coordinate with interdisciplinary team members to ensure safe care for each patient."

OR

⇒ If you do not work in a medical position you could say, "In my current position, I collaborate and coordinate with various team members to ensure fluid and efficient operations."

For more help on cover letter and resume basics, check out the following resources:

- ◆ [Cover Letter Outline](#)
- ◆ [Sample Cover Letter](#)
- ◆ [Resume Check List](#)
- ◆ [Resume Design](#)
- ◆ [Resume Guide](#)



This resource was created in consultation with nursing faculty and staff.

**Further Assistance:** This resource and others can be found at [lewisuwritingcenter.wordpress.com](http://lewisuwritingcenter.wordpress.com). For more detailed help or if you have questions, visit the Writing Center located in the Lewis University Library, or call 815-836-5427.