

TIPS FOR ENTRY-LEVEL NURSING RESUMES

Common Key Skills and Action Verbs for Entry-Level Nursing Resumes

Many companies and organizations employ the use of applicant tracking systems, or ATS—software products that pre-screen resumes, using keywords and phrases to determine the best candidates for a job opening. Using the right keywords can improve the likelihood of making it through to a hiring manager. The specific keywords in use will vary from one industry and job posting to another, but these skills and terms can apply to a wide variety of nursing jobs

Key Skills & Proficiencies	Action Verbs
<ul style="list-style-type: none">• Activities of Daily Living (ADLS)• Acute Care• Case Management• Certified Pediatric Nurse (CPN)• Clinical Operations• Electronic Health Records (EHR)• HIPAA• Medication Administration• Oncology• Patient Advocacy• Patient Centered-Care• Patient Discharge• Patient Education• Patient Intake• Patient Management• Pediatric Advanced Life Support (PALS)• Telemetry• Triage	<ul style="list-style-type: none">• Administered• Analyzed• Conducted• Coordinated• Collaborated• Delivered• Developed• Implement• Diagnosed• Drove• Enhanced• Executed• Identified• Interfaced• Implemented• Improved• Led• Managed• Oversaw• Performed• Provided• Resolved• Supported• Triage

Tips for Writing a Better Nursing Entry-Level Resume

Highlight Your Clinical Experience

For newly graduated nurses, there are often more similarities than differences from one resume to the next. All nursing students, for example, are expected to rotate through different areas of medicine and shadow professionals in numerous clinical settings. However, clinical experience outside of nursing school can help any resume stand apart from the rest. Candidates who previously served in a health care field, like working as an emergency medical technician (EMT) or as a Certified Nursing Assistant, should highlight this experience to the greatest level

possible. Showing an ability to manage patients and provide care outside of an academic setting can be an indication of success in a nursing role:

Examples

- Prepare equipment for medical procedures, including IVs and physical exams, as directed by care teams
- Assist with physical exams, including moving patients when necessary
- Keep rooms neat and clean by replacing linens, sterilizing surfaces, wiping down diagnostic machines, and cleaning floors
- Transfer patients to X-rays, MRIs, CT scans, and other testing locations as directed by care teams

Showcase Communication and Patient Relations Skills

Nurses are the heart and soul of patient management on a daily basis. For entry-level nursing jobs without significant time on the wards, prior experience in customer service and people care are beneficial. From waiting tables to serving as a senior aid, any job that demonstrates an ability to work with people is a plus. Emphasize face-to-face interactions in job descriptions, demonstrating that your ability to interact with others will benefit you as a nurse:

Examples:

- Conduct patient assessments, collect medical history for EHR, and perform a variety of medical testing, including X-rays, CT scans, MRIs, and blood testing
- Interface effectively with diverse patient populations and develop treatment plans in alignment with emotional, spiritual, and physical needs
- Provide education to patients on symptoms, diagnosis, and long-term outlook and communicate instructions for future care

How to Align Your Resume With the Job Description

Nursing is among the most popular and essential careers in the United States. Serving as a first line of defense in the world of health care, nurses are an indispensable part of patient wellness. The job outlook reflects this, too: The [Bureau of Labor Statistics](#) anticipates growth of 6% from 2021 to 2031. For those who want to work in a specific geographical area or field, you may want to send out as many resumes as possible as quickly as possible. However, this can often result in missing one of the most important steps in job seeking: resume customization. Instead of sending the same resume out to every job, regardless of specifics, it is important to adjust resumes to best align with the requirements of each individual opening. Read through each job posting thoroughly, identify the most important overarching concepts and update resumes accordingly to improve your odds of standing out from the crowd.

Refer to the source below for access to resume examples for entry-level nursing.

Source: Hackett, Frank. "Nursing Entry Level Resume Examples in 2023." Resume Builder, 2023, resumebuilder.com/nursing-entry-level-resume-examples