

Resume & Interview Workshop

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1. Upcoming Career Services Center Events and Services

- a. Need help with your Resume?
 - i. **Stop by Resumania**
 1. **February 27th & February 28th.** UC 1st Tabling Station. 10AM-3PM.
 2. **March 1st.** UC 1st Tabling Station. 9AM-4PM.
 - a. Can't make the dates but still want feedback?
 - i. Make an appointment with a career counselor! Create an account using the link below to get started.
 1. <https://usfca.joinhandshake.com/>
 - ii. For drop-in hours check out their website.
 1. <https://myusf.usfca.edu/STUDENT-LIFE/CAREER-SERVICES>
 - b. Looking for a job?
 - i. Head over to **Job Fest on March 2nd** from 11:30AM-2:30PM in the McLaren Conference Center.
 - c. Want to ace your interview?
 - i. Sign up on Handshake to have a Mock Interview with a Career Counselor.
 - ii. Appointments are 1 hour long
 1. First half: Filmed Mock Interview
 2. Second half: Review the film and discuss

2. Resume Tips

- a. Highlight skills, knowledge and accomplishments
 - i. Tailor your resume to the type of job or internship you are applying to
 1. HINT: Be careful with using acronyms.
 - a. When in doubt, spell words out!
- b. Make Accomplishment Statements
 - i. **Each bullet point on your resume is used to highlight an achievement**
 - ii. To write an accomplishment statement use the format below:
 1. Action verb + context + results
 - a. Example: Wrote 32 page review of existing research that formed the rationale for requesting and winning a \$2,000 marine biology research grant.
 2. Make sure to use the right tenses
 - a. Present tense if it is an action you are currently doing, past tense for accomplished that were achieved.
- c. Having trouble fitting everything onto 1 page?
 - i. Focus on experiences that directly tie to nursing and/or showcase vital transferable skills to the field!

- ii. Showcase your leadership skills
- iii. Include your LinkedIn URL
 - 1. A place where you can have unlimited details regarding your experiences for others to read
- iv. Objectives are not needed majority of the time. But, make sure you look at the application requirements to see if your specific hospital requests it.
- d. Click the link below for a sample provided by Career Services Center!
 - i. https://myusf.usfca.edu/system/files/Career_Services/patriciaaguardia-nursing-resume.pdf
- e. Specific Section tips:
 - i. Education
 - 1. *Reverse chronological order* (Most recent comes first!)
 - ii. GPA
 - 1. Include if 3.5 or above
 - iii. Clinical Experience
 - 1. Preceptorship
 - a. Have 3 to 6 bullet points on what you did
 - 2. Previous Clinical spots (List out name, hours, dates)
 - iv. Relevant Experience
 - 1. Key word: **RELEVANT**
 - a. Make sure you can relate it to the nursing job you are trying to get
 - i. Example: Emergency Room Volunteer
 - 1. Assisted nursing staff with _____
 - v. Professional Affiliations
 - 1. Place at end of Resume
 - a. Ie: Nursing Student Association, Member, Date

3. Cover Letter Tips

- a. Basics:
 - i. Length: 3 to 4 paragraphs
 - ii. Should always be included even when not requested!
 - iii. Use the same layout and font as your resume
 - iv. Email subject line: "Position-Title, Your Name"
- b. Greetings
 - i. Address to a specific person
 - 1. Use "Dear Hiring Manager/Search Committee" as a last resort if you cannot find the name of the specific person
 - 2. Some hospitals have specific people they want you to address, so make sure you do some research
 - a. Look into their mission statement and vision
 - i. Use www.glassdoor.com to see what it is like to work at that hospital
- c. Initial Paragraph
 - i. State the reason for writing the letter and introduce yourself. Include:
 - 1. Who you are, year in school, university, major

2. Name of position you are applying for, how found out about it
 3. Why you are interested in the specific position and company
 - a. Make the reader feel like this is your top choice, why you feel competent working there, and how this organization can help reach your goals
 4. One sentence on key strengths (why you are qualified)
- d. Middle Paragraphs
- i. Describe 1-3 of your experiences (jobs, internships, volunteering, relevant coursework, special projects, campus involvement) that show your job-specific skills and qualifications.
 1. Build a direct connection between the company's needs and your background and skills
 - a. Not a simple restatement of your resume
 - i. Explain what you learned, did, accomplished (do not just list!)
 - ii. Showcase how you stand out and what specific things make you "better" than the rest
 2. Focus on what you will bring to the organization (include accomplishment statements)
 3. Show how you are a good fit for the position
- e. End Paragraph
- i. Final interesting and fit statement in which you:
 1. Restate your excitement and qualifications for the position
 2. Tell the reader the best way to reach you
 3. Thank the employer for their consideration
 4. End with a call to action, such as confidently requesting an interview

4. Interview Tips

- a. What can I expect and what will I be asked?
 - i. Every site is different but you can get a better sense of what to expect by:
 1. Asking the recruiter about the interview format: how many people, length of interview, and anything in particular to be prepared with
 2. Doing your research: LinkedIn, Glassdoor, sometimes even Quora
 - a. People post tips on how to prepare on these sites as well as questions you will typically be asked
 3. Talking to professors, classmates and your network!
- b. How do I answer their questions?
 - i. Use the CAR(E) Method
 1. Challenge
 2. Action
 3. Results
 4. Elevate (optional)
 - a. What you learned from this experience and how you grew from it
 - ii. Respond to the questions

1. Include context and numbers but also respond in a **concise** manner that **directly addresses the questions** at hand.

5. JOB SEARCH TIME

- a. Use LinkedIn
 - i. Network with fellow alumni and see where they are working!
- b. Liquidcompass
 - i. <https://www.liquidcompass.com/institutions/usf>
- c. <http://nursejobsca.com/>
 - i. For jobs in California
- d. Specific hospital websites
- e. www.glassdoor.com

6. Additional Tips from fellow students

- a. Have your Resume and Cover Letter ready to go!
 - i. If a hospital has applications open at the end of March, make sure you have everything prepped in the beginning of the month
- b. Have a LinkedIn can set you apart from the rest!
 - i. Although it won't be the tool used for job searching with our nursing field, it is very helpful for networking and staying in touch with past/future alumni from the School of Nursing
 1. Look into nurse's profiles and see what internships they have done, degrees they have and see which companies or affiliations they are following
 2. Upload documents and examples of works you have done
 3. Have coworkers, supervisors and professors write recommendations of you on LinkedIn
 - ii. Tips on how to get started
 1. Check out: <https://students.linkedin.com/>

7. Connect with Alumni

- a. Use www.linkedin.com/alumni to see who is on there and network with them!
- b. USF alumni mentoring program
 - i. Dons helping Dons Mentorship Program
 1. LinkedIn group connecting usf students with alumni and faculty who mentor them by providing advice, info and support
 - a. Check out: <https://www.linkedin.com/groups/4656244>