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Whiteboard

How should I organize the content I have for my resume?

Hi there! I'm Josh G. I'll be happy to help you with your resume. Can you tell me your name, please?

Hi Josh! Thanks for your help. I'm Dawn.

What can you tell me about your background and job goals?

Well, I'm finishing my BS in nursing this semester, and I'm hoping to get a good job.

Okay, and you mentioned you have some content ideas for your resume. What are you hoping to include?

Yes, well, I know I need contact info, my education, and work experience, but I'm also wondering where I put volunteer work and awards.

These are definitely a great start, Dawn. Let's explore what you want to include and where the information will go. You mentioned you are completing your BS this semester—do you have other post-high school education besides this degree that we need to include?

Yes, I do, actually. I have an associates degree. I'm an LPN.

Alright, and you mentioned work experience—what sorts of experiences do you have related to nursing and health care?

I did clinicals last fall and this spring. Do they count? I mean, I have had other jobs, but the clinicals relate the most.

For sure clinicals count! Those are unique experiences that might connect with the jobs you're applying for. Yay!!

You also mentioned volunteer work and awards. Your resume will be most effective if everything can be connected in some way to the field and type of job you're looking for. What sort of volunteer work have you done and what awards have you received?

I really only have one of each. I've volunteered at a women's center for the past 3 years on weekends, and I have a community service award. Should I put all that in the resume?

Absolutely! Those are wonderful elements to include. The volunteer work shows your compassion and skill working with others, and the community service award demonstrates your commitment. Oh, that's so nice of you to say! Where do I put that info, though?

Well, you'll want to put the contact information at the very top—anyone who pulls your resume from a stack needs to see that right away. After that, many job seekers include a brief Summary of Skills or Professional Summary.

What should that look like?

This can be a bulleted list, maybe 3 or 4 of your most relevant skills, or it can be a 2-4-sentence explanation of your education and work skills—like an elevator pitch.

Here's an example summary from a resume of a person who works in software And here's an example using a list:

Software engineer with over three years' experience in the software development cycle—from concept through delivery of applications and solutions and support.

- Successful IT professional with over 7 years of experience in the field
- Managed daily IT operations and troubleshooting for a company with 25 employees
- Leader in networking, web development, and emerging technologies

Do you want to give one of these a try, Dawn?

OK maybe a list? Let me see... How's this?

Managed resident care by working with an interdisciplinary team
Assisted in pre-surgery and connected IVs
Performed intake and charting for new patients

This is great! You can include this under Summary of Skills after your contact info.
Ok, sounds good 😊

After that, most people list their education next. Because you're a recent graduate, I'd recommend sharing your degrees first, followed by your clinical experience. Finally, you can include that volunteer work and award—those things round out your resume nicely! How does that organizational plan sound, Dawn?

I like it, and I don't think I'll have a problem following it. Thanks, Josh! This was super helpful.

That's wonderful! Thanks for stopping by, and please come back if we can help again or submit your for a rull review.

I will for sure. Have a good day! You, too! ~Josh G.