



# NURSING JOB SEARCH

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## Tips for Effective Resumes

Your resume is often the first contact with a prospective employer. It should present the best possible picture of your skills, abilities, and interests. The purpose of a resume is to convince an employer to select you for an interview. Your ability to communicate in a clear, concise way is one of the most important aspects of your job search. Since most employers spend less than a minute scanning a resume, it is important to be succinct and to emphasize your skills and accomplishments.

- **BE CONCISE** Employers do not need to know your life story. Therefore, choose your words carefully and present your most relevant experiences and accomplishments clearly. **One page** is recommended for most undergraduate students. Candidates with more than a few years of full time professional experience can have a 2 page resume.
- **BE HONEST** The most crucial element in any job search is trust. Don't sell yourself short but never include anything in your resume that you cannot back up during an interview.
- **BE NEAT AND AVOID TEMPLATES** Start from a blank Word document with one inch margins and enter your information using bolding, capitalization and underlining to emphasize titles and headings. Templates are difficult to edit and do not always upload properly into an online application system.
- **BE WELL ORGANIZED** It is important that you organize your sections and information carefully so that it is easy to read and best demonstrates your strong points at a glance.
- **BE PROFESSIONAL** Cultivate a polished look. Use resume paper (standard size, white, pale gray, or cream) for your resume. Resumes should not be folded or stapled. Utilize a 10x13 envelope for mailing and paperclip your documents together. If you email your resume, send it as a PDF so the formatting is preserved.
- **BE CAREFUL & PROOFREAD** Review your work. Does your resume say what you want it to say? Does it look professional? Is it completely free of spelling errors, and are you using correct grammar and punctuation? Is your font size and style consistent throughout the entire document?
- **EMPHASIZE ACCOMPLISHMENTS AND RESULTS** Accomplishments are more meaningful than just a list of job responsibilities. Use action verbs to make your accomplishments come alive. Talk about the results you achieved in your various work or organization experiences. Highlight your transferable skills. Quantify your results when possible – use #s, %s and \$s when appropriate to demonstrate success.
- **DO NOT INCLUDE PERSONAL OR HIGH SCHOOL INFORMATION** Your age/photo/Social Security Number/marital status/wages should not be listed on your resume. Exceptions do apply for certain majors such as Theater and Dance, as well as those applying for jobs in the federal government. Do not include high school information if you are past freshman year in college.
- **TAILOR AND REVISE** Your resume should be tailored to the position for which you are applying. Larger companies will do a key word search of your resume to match their job description. Make sure your contact information is current with a phone number and email address where an employer can reach you during business hours.

## Action Verbs

Accounting	Administration	Analysis	Arts	Communication	Consulting	Counseling	Design
Record Assess Audit Prepare Maintain Forecast Calculate Estimate Figure Appraise Examine Measure Verify	Ensure Monitor Track Assess Coordinate Organize Requisition access Receive Process Serve Furnish	Qualify Clarify Quantify Infer Discover Conceptualize Discern Interpret Dissect Review Observe Assess Emphasize	Choreograph Design Create Build Entertain Perform Draw Render Illustrate Compose Conceive Photograph	Address Answer Clarify Correspond Define Discuss Edit Explain Interview Listen Present Report Summarize	Advise Troubleshoot Problem Solve Suggest Arrange Determine Guide Counsel Refer Serve Contribute Motivate Train	Consult Facilitate Listen Sense Intuit Assess Analyze Assist Align Help Understand Inform	Organize Explore Formulate Sketch Draw Draft Layout Create Incorporate Plan Style Pattern Build
Editing	Finance	Fundraising	Human Resources	Information	Innovating	Investigate	Language
Review Analyze Check Compare Comment Correct Condense Rewrite Revise Rework Amend Improve Initiate	Analyze Invest Budget Inventory Evaluate Eliminate Appraise Construct Develop Acquire Manage Project Reconcile	Research Analyze Strategize Program Develop Contact Inquire Inform Motivate Persuade Monitor Coordinate	Assess Survey Screen Analyze Interview Select Train Mediate Appraise Coordinate Align Attain	Appraise Program Link Coordinate Manage Process Document Categorize Design Structure Inventory Critique Appraise	Adapt Create Change Upgrade Improve Invent Design Activate Restructure Establish Stimulate Implement Transform	Assess Survey Pursue Interrogate Question Analyze Intuit Seek Search Probe Coordinate Explore	Translate Interpret Lecture Converse Negotiate Understand Comprehend Understand Proficiency Fluency Teach Tutor
Leadership	Management	Marketing	Mechanical	Nursing	Organizing	People Skills	Persuading
Create Lead Enforce Enlist Manage Organize Inspire Represent Govern Direct Prevent Revitalize	Coordinate Combine Expedited Facilitate Plan Shape Schedule Delegate Mediate Evaluate Strategize Develop	Review Survey Advertise Promote Identify Announce Publicize Advertise Advance Boost Improve	Analyze Construct Craft Troubleshoot Create Design Engineer Repair Align Coordinate Manipulate Examine	Diagnose Communicate Evaluate Administer Monitor Dispense Track Operate Perform Record Coordinate Develop	Simplify Classify Organize Prioritize Maintain Liaison Assist Maintain Arrange Systematize Schedule Coordinate	Cooperate Counsel Elicit Encourage Collaborate Inquire Listen Volunteer Consider Introduce Coach Support	Present Articulate Clarify Challenge Debate Negotiate Propose Reason Influence Convince Arbitrate Mediate
Program Development	Public Relations	Research	Selling	Service	Teaching/ Training	Technical	Writing
Analyze Design Construct Develop Prepare Strategize Coordinate Formulate Recommend Persuade Implement Investigate Institute	Assess Prepare Coordinate Present Negotiate Publicize Strengthen Promote Handle Participate Facilitate Troubleshoot	Identify Evaluate Review Calculate Conduct Test Compare Analyze Survey Quantify Collect Inspect Formulate	Inform Educate Persuade Provide Assist Serve Trade Vend Handle Sell Convince	Anticipate Aid Serve Assist Advocate Troubleshoot Maintain Help Coordinate Prepare Welcome Enhance	Educate Tutor Demonstrate Stimulate Inform Instruct Facilitate Awaken Explore Advise Counsel Entertain	Conceptualize Design Troubleshoot Inspect Locate Edit Modify Analyze Implement Construct Modify Operate Supply	Authored Conceive Craft Compose Integrate Capture Abstract Express Inform Summarize Conclude Revise Write

**RESUME TEMPLATE****NAME**

Email Address  
 Mobile Phone Number  
 Address

**OBJECTIVE:**

An objective is an **optional** statement that gives you the opportunity to identify the type of position you want and the skills you have to offer. Keep it to one direct and concise sentence. Include industry, type of position, and mention a unique experience or skill. Do not specify the unit but instead specify the hospital or type of institution you want to work for (I.e. teaching hospital).

**EDUCATION:** (No high school, reverse chronological, include associates degrees)

**Major** (Concentration if applicable) (expected graduation) Month & Year

**Minor:**

**College**, Indiana State University Terre Haute, IN

**GPA:** (3.0 or above ONLY)

Awards:

**CLINICAL EXPERIENCE: month/year – month/year**

Organization: Unit

**RELEVANT EXPERIENCE****Company/Hospital Name**

**Title of role** (Month year – Month year)

- This is an excellent place to showcase your capstone experience. Focus on hard skills and specific equipment in which you have advanced knowledge.

**EMPLOYMENT EXPERIENCE:** (Include paid as well as unpaid experiences related to nursing such as internships, part-time assistantships, research projects, etc.)

**Company Name**, City, State

**Title of position** (Month year - Month year starting with your MOST RECENT position)

- Insert Accomplishment Statement here. This is a 1-2 sentence description starting with an action verb of what you did at your previous position(s). Think not just what you did, but what you gained from the position as a developing professional.
- List 2-4 bullets from each previous work experience.
- List the correct tense with your action verbs and end each statement with a period.
- Statements should highlight skills, achievements, and results.

**PROFESSIONAL INVOLVEMENT** (Can also be listed as collegiate involvement)**Organization Name**

**Title of role** (Month year – Month year)

- Insert Accomplishment Statement, or other relevant information such as conferences attended here. If you are not an officer in a club it is still ok to list it.

**PROFESSIONAL LICENSURE/CERTIFICATIONS:**

Certification – Certifying Organization

**Do not list references here. They go on a separate page.**

## RESUME EXAMPLE

### Hope Full

(213) 555-5555 • hfull@sycamores.indstate.edu • 1234 Mission Street, Greencastle, IN 46135

#### **OBJECTIVE**

To obtain a full time position with Foremost Medical Center as a Registered Nurse where I can utilize my nursing, time management, and critical thinking skills.

#### **EDUCATION**

##### **Bachelor of Science in Nursing**

College of Nursing, Health and Human Services, Indiana State University

**GPA: 3.9**

Awards:

- Hester Bigger Scholarship Award
- Dean's List

**May 2013**  
Terra Haute, IN

#### **CLINICAL EXPERIENCE:** (March 2011-May 2013)

- CNMC: Performed nursing duties in a level one children's hospital
- Fairbanks Hospital: Med-Surgery Unit
- Wellsprings Nursing Home: Long term care

#### **NURSING EXPERIENCE**

##### **Children's Hospital Oakland, Oakland, CA (June 2007–Present)**

##### **Capstone, Pediatric Surgical Unit**

- Worked with patients on ventilators, tracheostomy collars, and Ventimasks.
- Administered medications, monitored patients, recorded symptoms and reactions, and charted all patient information.

##### **St. Mary's Medical Center, San Francisco, CA (September 2010-November 2010)**

##### **Intern**

- Provided total care to 1-2 patients with guidance from preceptor in SICU and MICU.
- Acquired critical nursing skills, time management, and critical thinking.

#### **PROFESSIONAL INVOLVEMENT**

- American Health Information Management Association (December 2011-Present)
- Indiana Nursing Association (September 2010-Present)
- Sigma Theta Tau International Honor Society for Nursing (May 2010-Present)

#### **PROFESSIONAL LICENSURE/CERTIFICATIONS**

- Red Cross Instructor
- Registered Nursing License anticipated June 2013

#### **ADDITIONAL SKILLS**

- Medical records software: SuiteMed and Titanium
- Fluent in Spanish

## Tips for Effective Cover Letters

An important but often misunderstood part of the job search process is the cover letter. Your resume tells employers about your qualifications, education, and experiences, but it is your cover letter that peaks their interest enough to read your resume. Your cover letter lets you emphasize information you want the reader to notice in your resume. It also gives you the opportunity to personalize and tailor your message and to highlight your written communication skills.

- **SELL YOURSELF** Get the reader interested in you and your experiences.
- **BE ASSERTIVE** If the purpose of sending your cover letter is to get an application or arrange an interview, say so. Many candidates write sentence after sentence without getting to the point in their cover letters. When closing, you can mention that you will be calling shortly to arrange an interview. Then do not forget to call.
- **MEET THE EMPLOYER'S NEEDS** Many large companies will do key word searches of your cover letter and resume to filter the candidates that most closely match their job description. Speak to the requirements of the job and use the correct industry language and buzzwords. Also tell the employer not just how you will do the duties of the job, but how you will add value to the organization. Provide at least one concise example of how you have applied an important skill in a previous position or school project.
- **MAKE IT PERFECT** Spell correctly and watch your grammar. The ISU Career Center has On Call hours every day where you can come in for a 15 minute appointment to have your document reviewed. Do not indent paragraphs. Save a copy of your document as a PDF to ensure un-altered formatting.
- **MATCH YOUR RESUME** Make sure to use the same paper, color, and font style.
- **PROPERLY ADDRESS YOUR COVER LETTER** Find out the name and title of the person to send your cover letter. If you cannot get this information online you may have to call the employer to find out. Make sure to spell their name correctly and do not confuse their job title. Beginning your cover letter with "to whom it may concern" or "dear sir or madam" is not recommended. If you are unable to identify the proper contact, use "Dear Hiring Official" in your greeting.
- **GET TO THE POINT** Brevity is key. Employers do not have time to read long cover letters. Keep it to one page. In the first sentence of your cover letter, explain what the letter is about and why you are writing it. Be concise and make your letter easy to read.
- **DO NOT OVERUSE THE WORD "I"** After completing the first draft of your cover letter, take a pencil and circle every sentence that begins with I. Vary sentence structure and use compound sentences to reduce the number of sentences that begin with I. Read the cover letter out loud to yourself to ensure it flows well and sounds professional.
- **CONVEY THE RIGHT IMAGE** Never be negative or speak poorly about a previous employer. Also make sure your language is conveying a confident tone. Instead of saying I feel and I think, try saying I know. It leaves the reader with a much more positive impression.
- **CUSTOMIZE** Every cover letter should be tailored to each company, industry, and position. Research the company ahead of time and use industry language so they know how interested you are in **their** company.

## COVER LETTER TEMPLATE

Your Street Address  
City, State Zip Code  
Telephone Number  
Indiana State Email Address

Month, Day, Year

Mr./Ms./Dr./First Name Last Name  
Title  
Name of Organization  
Street or P.O Box Address  
City, State Zip Code

Dear Mr./Ms./Dr. Last Name:

**Opening paragraph:** State why you are writing; how you learned of the organization or position, and basic information about yourself.

**2nd Paragraph:** Describe why you are interested in the employer and this job. Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications that make you a good fit for the employer's needs. Do not restate full sections of your resume. This is an opportunity to explain in more detail relevant items in your resume. If possible, describe how you have used important skills in at least one specific accomplishment or project. An example will indicate to the employer the type of work you will perform for them in the future.

**3rd Paragraph:** Indicate that you would like the opportunity to interview for the position. State what you will do to follow up, such as telephone the employer within two weeks. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely,

(Your handwritten signature [on hard copy])

Your name typed

(When emailing a cover letter, your contact info appears below your printed name, instead of on top.)

Enclosure(s) (refers to resume, portfolio, demo etc.)

**COVER LETTER EXAMPLE****Hope Full**

(213) 555-5555 • hfull@sycamores.indstate.edu • 1234 Mission Street, Greencastle, IN 46135

November 19, 2013

Alice Burns, Human Resources Director  
North Star Hospital  
325 Outer Circle Road  
Home Town, IL 60617

Dear Ms. Burns,

I would like to apply for the R.N. position at North Star Hospital I found posted on Indiana State University Sycamore Career Link. I have had a variety of related experiences so I will be prepared to assist in your rapidly expanding Intensive Care Unit.

In 2013, I received my BSN degree in Nursing from Indiana State University. While volunteering as an orderly at Terre Haute Regional Medical Center for 10 hours a week, I learned patience and perseverance. I also volunteered for 150 hours with the Rural Health Innovation Collaborative and grew to understand the challenges faced by individuals living in traditionally underserved rural areas. During my work with the RHIC, I learned the importance of careful assessment and how to creatively serve the needs of low income populations.

Outside of the classroom, I served on the executive board of the Student Nurses Association as Secretary, Vice President, and President. In 2010, I was inducted into the Lambda Sigma Chapter of Sigma Theta Tau International Honor Society and have managed to remain on the Dean's list during all eight semesters of my nursing program. My commitment to nursing is as strong as it was when I got my first "nursing kit" as a little girl. I appreciate the opportunity to make a real difference in patients' day-to-day lives and I find the profession endlessly interesting and rewarding.

I would welcome the opportunity to meet with you to discuss my qualifications in greater detail. Please feel free to contact me at 812-867-5309 or hfull@sycamores.indstate.edu. If not contacted sooner, I would like to follow up in two weeks to see where you are in the process. Please let me know if there is any additional information you need. Thank you for your consideration and I look forward to meeting with you.

Sincerely,



Hope Full

Enclosure: Resume, References



## Tips for Creating a Reference Sheet

### How and where to list references:

- **DO NOT STATE “References available upon request” on your resume.** It is often a waste of valuable space because most employers assume you can supply references.
- References are not listed on your resume; they are on a separate document.
- When setting up your reference page, be sure to use the same heading as you did on your resume.
- Skip a few lines after your heading and write the word references. Below that is where you will list your contacts.
- The average number of professional references is 3-5.

### When to give your reference list to a prospective employer:

- Provide reference information when you are asked to. If you have reached the interview stage and have not been asked for reference information, you may consider offering it.
- Do not send reference information with your resume unless it has been requested.
- For most undergraduates, employers will not be contacting references prior to interviewing you.

### How to select references:

- Ask people who have a positive opinion of you and who can describe your work-related qualities and personal characteristics.
- Past and present employers usually know about your reliability, initiative, and ability to work with others. This information is valuable, even if your employment was/is not career-related.
- Faculty members know about your academic ability, productivity, timeliness, and perhaps have observed how you work with others.
- Advisors and coaches may be aware of information about you that could be relevant to a potential employer, such as maturity, initiative, interpersonal skills or leadership qualities.

### Getting permission:

- **Never give someone’s name as a reference without securing permission in advance.**
- Specifically ask if they will serve as a “positive” reference.
- Verify spelling of names, titles, and all contact information for your references.
- Give each person who agrees to serve as a reference a copy of your resume. This lets your references know about abilities, interests, and experiences they may not have observed.
- Keep your references posted on activities and progress in your job/internship search. Tell your references the names of persons and organizations to which you have given their names.
- When possible, give them a copy of the job description for the positions for which you are applying. This helps your references be prepared for phone calls and emails they may receive.
- Thank each reference in writing for his/her assistance.

**REFERENCE SHEET EXAMPLE****Hope Full**

(213) 555-5555 • hfull@sycamores.indstate.edu • 1234 Mission Street, Greencastle, IN 46135

**References**

Name  
Company/Organization  
Title  
Street Address  
City, State Zip  
Phone Number  
Email Address

Name  
Company/Organization  
Title  
Street Address  
City, State Zip  
Phone Number  
Email Address

Name  
Company/Organization  
Title  
Street Address  
City, State Zip  
Phone Number  
Email Address

## Interview Preparation at a Glance

### First Impressions are Everything!

It is critical to remember that first impressions matter in the interview process. The interview is not just a chance for an employer to learn more about the applicant's personal and professional attributes and whether they will be a fit for the position and organization. It is also the applicant's chance to better understand the position and if the goals of the company match his or her career goals, objective, and skill set. This is also a great chance to get an inside view of the company and their working environment.

### Types of Interviews

#### Phone Interview

- This is a common first interview. Employers use this opportunity to screen the applicant. They ask detailed questions to determine if the candidate possesses the required skills to perform the job and to expand upon some content of the applicant's resume. Phone interviews traditionally last about a half hour.

#### Employment interview

- Focus of this face-to-face meeting is to determine whether the applicant's qualifications match the employer's needs and vice-versa.

#### Clinical Demonstration

- Focus of this interview is on practical application of nursing skills and to observe direct interaction with patients and other staff. This is usually part of the face-to-face interview process for healthcare professionals.

#### Panel Interview

- Common for graduate/professional school interviews but also used in the professional sector. An advantage of this type of interview is you get to meet more than one person at one time. Make sure to make eye contact with everyone in the room. It is tempting to focus on just one person.

#### Group Interview

- This allows multiple interviewees to meet with one employer. It may sound easier because there is more than one applicant involved. However, the applicants are doing the majority, if not all, of the work. The employer typically instructs the applicants to interact or go around and answer questions. It is important to remain true to your own qualifications and not try to compete with others' answers.

## How to Prepare for an Interview

### Prepare Yourself

- Interviews can be a very intimidating task, if you are unprepared.
- Preparation and practice are key ingredients to a successful interview.
- You must be able to talk about yourself and your previous work experience with confidence and enthusiasm. **Never speak negatively about yourself or a past employer.** It can be a small world, especially within an industry.

### Know the Employer

- How long has the employer been in operation?
- Where is the organization's main office? How many other locations do they have?
- Is it a public or private organization?
- Has the organization been in the news lately? For what reason(s)?
- What are the services/products/programs this organization provides?
- Who are its competitors?
- How is it doing relative to its competitors?
- What are the organization's short and long term goals? Mission? Values?
- What else is the organization known for such as community involvement, special programs, or great working atmosphere?
- What challenges or difficulties does the organization face?
- How can I help solve these challenges in my future role?

### Questions for the Interviewer

- What are some of the qualifications you expect the ideal candidate for this position to have?
- What characteristics do individuals who are successful in this position possess?
- Is there support staff on the unit to assist nurses?
- What is the nurse-to-patient ratio?
- Could you describe the normal daily routine for this position?
- In what ways are nurses held accountable for high qualities of practice?
- How much input do nurses have regarding systems, equipment and the care environment?
- What professional development opportunities are available to nurses?
- How will my performance be evaluated? How often? By whom?

## Behavior Based Interviewing

Behavior based interviewing is a common style of interviewing that most companies use in their hiring process. The basic premise behind behavioral interviewing is past situations predict future performance. These types of questions are more probing and boil down to three main areas:

Can you do the job?

Will you love the job?

Can we work with you?

### C-A-R Strategy for Answering Questions

#### CIRCUMSTANCE

- Describe a situation as it occurred. What and who was involved? Tell the interviewer about a particular situation that relates to the question. Use examples from past internships, work experience, classes, team involvement, and community service.

#### ACTION

- What needed to be done? What did you do to solve the situation? Always emphasize your strengths. Have success stories prepared ahead of time that represent your skills, qualities, and characteristics.

#### RESULT

- What happened as a result of your behavior? What did you learn from the situation?

### Common Nursing Interview Questions

- What made you choose nursing as a career?
- How has your training prepared you for a nursing career?
- What interests you about working here?
- Describe a challenging problem you faced on one of your clinical rotations. How did you solve it?
- What do you do to keep current with medical findings and practices?
- Describe how you handled stress in a past job or clinical setting.
- How would you deal with a doctor who was rude?
- Describe a situation where you had to deal with a difficult or demanding patient.
- How would you handle a family who is displeased with your patient's care?
- What have you identified as your strongest clinical skill and what challenges you the most?
- What do you feel you contribute to your patients?
- What do you find difficult about being a nurse?
- What do you find most rewarding about being a nurse?
- What are the most important skills a nurse should have?
- What would you do if your replacement didn't arrive?
- How would you describe your organization skills?
- Do you prefer to work alone, or as part of a team?

*You should also practice answering the tough nursing interview questions ahead of time.*

- If you are a recent nursing graduate, you should be prepared to explain to your interviewer what qualities you possess that will help you get up to speed quickly with the demands of your new unit.
- You should be prepared to answer questions regarding any negative experiences you've had in the work place, what you learned from them, and how you would use those experiences in a positive way in your new position.

## Illegal Interview Questions

### What to do?

It can be uneasy when asked an inappropriate question during an interview. It is important to assess what kind of information an employer is seeking in asking these questions. For example if an employer asks if you are planning on having children, they may be interested in whether or not you will be able to travel. You can address this issue without having to answer the question. For instance, a possible reply could be "If you are worried about whether or not I will be available for business trips the answer is yes, I will be able to travel." It gives the employer the necessary information and also directs the line of questioning away from the initial question.

### Examples

- What is your birthdate?
- Are you or other family member's naturalized citizens?
- Where were you and your parents born?
- What is your religious affiliation or denomination?
- Who do you live with?
- What is your marital status?
- What is your race?

## Methods of Interview Practice at Indiana State University

### 1. Web Based Interview Practice: Interview Stream

Interview Stream is a web based mock interview program to assist in preparation for upcoming internship, job, or graduate school interviews. It is a simple and effective way to refine and master your interview skills from the comfort of your own home. The system allows you to tailor your interview questions based on major and count the number of filler words used. After your interview you have the option of sending it to a staff member at The Career Center for review.

### 2. Face to Face Practice Interview

Schedule a face to face practice interview with a staff member in The Career Center. You may have the interview recorded and sent to you for use at a later date. Visit [Sycamore Career Link](#) to schedule a practice interview or contact the Career Center by phone or email.

### **Practice Interview Evaluation**

- **Appearance:** Dress appropriately for the interview. Treat it as if it was the real thing and bring a copy of your resume.
- **Preparation:** Prepare questions for your interviewer and research the position and/or company for which you are interviewing. If applying to graduate school, it is important to have knowledge on the particular program, faculty, research, and be able to articulate why that program is the best fit to further your education in that field.
- **Greeting/Introduction:** Stand to greet your interviewer with a handshake, using their name. Also, make eye contact with the interviewer, smile, and be professional.
- **Attitude:** Your attitude toward work and working with others is crucial in the hiring process. Convey an attitude that is enthusiastic, sincere, and genuine.
- **Responses to Interview Questions:** Do your research and practice, practice, practice! Have examples of demonstrated accomplishments and know your goals.
- **Oral Communication:** Speak clearly and concisely. Think out your response before answering a question. If you need a moment, simply ask the interviewer if it is ok to have a moment to think about the question.
- **Body Language:** During the interview, be aware of your eye contact, subtle use of hands while speaking, good posture, etc.

### **Practice Interview Format: Start to Finish**

- Your interview experience begins the moment that your interviewer comes to greet you in the waiting area of The Career Center.
- You and your interviewer will go to a room and begin the interview. The interview itself will consist of 10-15 questions and last from 20-30 minutes.
- Following the interview the staff member will break down your interview and talk about areas of strength and areas that are in need of improvement. This will be the time where you can ask questions or share concerns you have about the interviewing process.

## **Final Advice**

- Answer questions honestly, thoroughly, and sincerely. If you don't know the answer, ask if you may return to it at the conclusion of the interview.
- Be polite, tactful, and sincere. Eye contact is also very important.
- Dress neatly and appropriately. Conservative is always better.
- Drive to the location the day before the interview to see how traffic is and where to park.
- Remember that your interview begins the moment you step out of your car and doesn't end until you get back into it. You never know who you will meet along the way.
- Have a padfolio to take notes, have extra copies of your resume on hand, and a reference sheet. A padfolio is also a great place to have prepared questions for the interviewer stored.
- Send written thank you notes out immediately following your interview and make sure they are addressed properly. A sample thank you letter is on the final page of this document.
- Email is acceptable if the company has indicated they are going to make their decision quickly, but an employer will never complain about getting a written thank you.

**SAMPLE THANK YOU LETTER**

3212 Wabash Ave.  
Terre Haute, IN 47802  
812-123-5432  
hfull@sycamores.indstate.edu

April 22, 2013

Mr. Glenn Wright  
Human Resources Manager  
Chicago Metropolitan Hospital  
5555 Main Line Road  
Chicago, IL 60661

Dear Mr. Wright:

I enjoyed interviewing with you during your recruiting visit to Indiana State University on April 4. The critical care nursing position within your Intensive Care Unit sounds both challenging and rewarding, and I look forward to your decision concerning an on-site interview.

As I mentioned during the interview, I will be graduating in May with a Bachelor's degree in Nursing. I have gained many skills, as well as an understanding of assessment, treatment of acutely ill patients, high-intensity therapies, and working closely with patients and their families. My clinical experiences have prepared me well to enter your unit and be a contributing member of your ICU team.

I have enclosed a copy of my college transcript and a list of references that you requested. Thank you again for the opportunity to interview with Chicago Metropolitan Hospital. I am very enthusiastic about becoming part of a great team that makes a difference in so many lives. I can be reached at 812-123-5432 or hfull@sycamores.indstate.edu should you need additional information.

Sincerely,



Hope Full



**Career Planning Links**

Spotlight on Careers:

<http://www.nursesource.org/description.html>

<http://www.choosenursing.com/options/index.html>

<http://www.nurse.com/students/careersinnursing.html>

Nurse Zone, <http://www.nursezone.com>

Continuing Education Requirements by State, <http://www.nurse.com/ce/Requirements.html>

Johnson + Johnson, <http://www.discovernursing.com/>

Explore Health Careers, <http://explorehealthcareers.org/en/Field/6/Nursing>

**Professional Associations Links**

National Student Nurses' Association, <http://www.nсна.org>

Associations, State Boards, and Miscellaneous,

<http://www.nurse.com/resources/category.cfm?cat=ASSOCIATIONS>

American Nurses Association, <http://nursingworld.org>

American Association of Colleges of Nursing, <http://www.aacn.nche.edu/>

Sigma Theta Tau Honor Society for Nursing, <http://www.nursingsociety.org>

IN Nursing Association of Nursing Students, [www.indianastudentnurses.org](http://www.indianastudentnurses.org)

IN Board of Nursing, <http://www.in.gov/pla/nursing.htm>

IN Hospital Association, <http://www.ihconnect.org/>

In State Nurses Association, <http://www.indiananurses.org/>

National Federation of Licensed Practical Nurses, <http://www.nflpn.org/>

Nursing Facility Evaluation Checklist, <http://www.aacn.nche.edu/Publications/pdf/hallmarks.pdf>

National League for Nursing, <http://www.nln.org/>

Comprehensive list of Nursing Organizations, <http://www.nurse.org/orgs.shtml>

**Job & Internship Search Links**

Oys's Nursing Recruiters, [http://www.i-recruit.com/drecruiters\\_type\\_nursing.htm](http://www.i-recruit.com/drecruiters_type_nursing.htm)  
Dmoz's Recruiters, [http://dmoz.org/Business/Healthcare/Employment/Recruitment and Staffing/](http://dmoz.org/Business/Healthcare/Employment/Recruitment_and_Staffing/)  
Access Nurses, <http://www.accessnurses.com>  
AllHealthJobs, <http://www.allhealthjobs.com>  
Allied Health Careers, <http://www.alliedhealthcareers.com>  
AllNurses, <http://allnurses.com>  
National Federation of Licensed Practical Nurses, <http://www.nflpn.org/career.html>  
National Student Nurses' Association, <http://www.nсна.org/CareerCenter/JobOpportunities.aspx>  
CampusRN, <http://www.campusrn.com/>  
Careerbuilder, <http://www.healthopps.com>  
National Institute of Health <http://www.nih.gov>; For internships go to <http://www.training.nih.gov>  
Health Care Jobs Online, <http://www.hcjobsonline.com>  
HealthcareRecruitment, <http://www.healthcarerecruitment.com>  
HealthJobsUSA, <http://www.healthjobsusa.com>  
HireNursing, <http://www.hirenursing.com>  
Hot Nurse Jobs, <http://www.hotnursejobs.com/index21.html>  
MedCareers, <http://www.medcareers.com>  
MedHunters, <http://www.medhunters.com>  
Medical Jobs/Healthcare Jobs, <http://www.nationjob.com/medical>  
Medical Staffing Network, <http://www.msnnurse.com>  
Medical Workers, <http://www.medicalworkers.com>  
Nurse Recruiter, <http://www.nurse-recruiter.com>  
NurseJobShop, <http://www.nursejobshop.com>  
NurseJobsRus, <http://www.nursejobsrus.com>  
Nurse Jungle, <http://www.nursejungle.com/>  
Nurses123, <http://nurses123.com/>  
NursePath, <http://www.nursepath.com/>  
Nurse.com, <http://www.nurse.com/jobs>  
Nursing Careers Allied Health, <http://www.ncah.com>  
NursingJobs, <http://www.nursingjobs.org>  
Nursing Jobs, <http://nursingjobs.com/>  
NursingJobs, <http://www.nursingjobs.us>  
NursingJobsHelp, <http://www.nursingjobshelp.com/>  
NursingNet, <http://www.nursingnet.org/>  
Public Health Info, <http://www.sph.emory.edu/studentsservice/Career.html>  
R.N. Wanted, <http://www.rnwanted.com>  
U.S. Dept of Health & Human Services, <http://www.hhs.gov/jobs>  
<http://www.hhs.gov/careers/students.html>  
US Department for Veterans Affairs, <http://www.vacareers.va.gov/>

## Important Career Center Resources and Services

### **Workshops and Events**

<http://www.indstate.edu/carcen/events/default.aspx>

The Student Employment Job Fair helps students find and secure part-time work on and/or off campus. Our office provides free job posting and on-line application services to students and employers through the University's Applicant Tracking System.

The Career Opportunity Fair is an opportunity for all students and alumni to engage with representatives from various organizations attending from locations across the country who are present to recruit for the following: full-time positions, internship and job shadow opportunities, part-time and summer jobs, and graduate and professional programs.

At the Networking & Etiquette Workshop, local employers teach students how to effectively network focusing on four topics: conversations; interviewing tips; proper dress; and handshakes, name tags, and business cards. Students are provided with personalized business cards and given the opportunity to network with one another and the employers while exchanging their business cards. The evening ends with a formal five-course meal while being educated about how to dine professionally.

### **Sycamore Career Link**

<http://www.indstate.edu/carcen/CareerLink.aspx>

Sycamore Career Link is the ISU gateway for connecting students/alumni and employers. This online service grants one-stop access to job postings, campus interviews, job fairs, and Career Center workshops and resources.

### **CareerSpots Videos**

[http://www.careerspots.com/vidplay\\_links\\_ext.aspx?aid=579&partid=0&apass=/j8bKfreUnYuxo/GZaXXdQ==&vidnum=17&](http://www.careerspots.com/vidplay_links_ext.aspx?aid=579&partid=0&apass=/j8bKfreUnYuxo/GZaXXdQ==&vidnum=17&)

CareerSpots strives to help students be best prepared for the job search. The straight forward, compelling videos clearly illustrate what students need to know BEFORE, DURING and AFTER the job interview with the most relevant career advice and information available today from leading experts across the country.

### **InterviewStream**

<http://indstate.interviewstream.com/>

InterviewStream is the leading practice interview system that allows job seekers the opportunity to see & hear themselves online. Using a webcam, individuals will be able to simulate job interviews by responding to pre-recorded interview questions and practice both verbal and non-verbal communication skills. Afterwards, all interviews are immediately accessible online.

### **CareerShift**

<http://www.careershift.com/?sc=indstate>

CareerShift is an online set of integrated applications proven to help job seekers successfully find employment. With an exclusively licensed, patent-pending set of integrated tools, jobseekers are able to conduct a successful job search. Named "The best job search tool on the Internet", CareerShift is available to everyone simply by signing up and logging in. Using CareerShift, jobseekers can uniquely cross-reference jobs and contacts, then easily tailor and organize documents and correspondence to maximize their odds of securing a job, quickly and more efficiently than ever before!