



CV Tips for DNP Students

Formatting

- Margins—Can range between .25 to 1 inch
- Font Size—Headings (size 10-14), Normal text (size 10 -12), Name in contact (size 14-16)
- Font—Serif fonts are easy to read if printed (e.g. Times New Roman) electronic resumes are best with san serif fonts (Calibri)
- Font Style (bold, italics, underline)—keep to a minimum too much or too many styles is distracting
- Punctuation—use or do not use periods (.) at the end of bullets consistently

CV Sections & Order

Contact Info (required)

- Name
- Address (can be optional, but if they do mail responses, you will want this)
- Email & Telephone

Branding or Profile Statement (optional)

- Objectives are not well received; don't use them; create a profile statement instead
- Share qualities you bring to the employer that match their needs. Be specific & memorable! Employers don't care what you want, they want to know how you will add value to their organization

Education (required)

- Institution and city, state (Palm Beach Atlantic University, FL)
- Degrees in reverse chronological order (DPN, BSN)
- Grad date or anticipated Grad Date (Expected May 2018)
- If you have additional degrees, list from most recent to least

Licensure and Certifications (required)

- License # and Expiration date
- If you don't have a license yet, put down the date you sit for boards, even if it is in the future
- Any additional active certifications (e.g. CPR)

Honors & Awards (optional)

- Scholarships, grants (active or completed)—brief descriptions of them can be helpful

Clinical Placements/Experience (required)

- Name of health facility, city, state (Palms West Hospital, Wellington, FL)
- Name of rotation, Dates (Primary Care II Rotation: Pediatric Health)
- Number of hours completed (100 hours of hands on clinical experience)

Experience (required)

- Employer, city, state (Palms West Hospital, Wellington, FL)
- Position Title, Dates (Charge Nurse, April 2016 – May 2017)
- List each employment experience in reverse chronological order
- If you have varied work experience consider creating 2 sections: for Nursing and Other Work Experience
- Paid and unpaid experience is okay, as long as you are listing transferable skills relevant to the job postings

Scholarly Work | Research | Articles | Presentations (optional, strongly suggested if you have it)*

- This could be one section including all of the above or separated into multiple sections
- Use APA style for listing your scholarly work, and make sure your name is bolded if there is more than one author/presenter/researcher

Other Optional Resume Sections (optional, strongly suggested if you have it)

- Courses, workshops, or seminars you taught
- Service—volunteer/civic involvement, professional service and committee work (Organization/Committee Name—brief one line description of what you did)
- Professional Associations (Organization Name, Role | e.g. Nursing Association, Member)
- Technologies & Software—electronic health record systems (e.g. Medatrax, Optimus EMR)

Writing Powerful & Accomplishment Based Bullets/Content

How to Write Powerful Bullets

- They read like accomplishment statements, not job descriptions
- Begin with past tense verbs (managed, administered, created)
- No first person (e.g. “I counted wigets.”)
- Showcase your contributions (e.g. Provided health education to village increasing preventable disease.)
- Showcase how your unique contribution made a difference
- Ask yourself: What are you most proud of that you accomplished in this role?
- Ask yourself: How did you do it better or differently than anyone else?
- Quantify #, %, \$ (e.g. Increased response time by 20%. Volunteered as an Emergency Medical Technician, treating over 50 individuals.)
- Show, don’t tell (e.g. Organized evangelistic outreach to community gathering over 150 Christmas gifts and distributing over 400 hot meals to families.)
- Highlight achievements (e.g. Selected out of 5 candidates to serve as interim pastor.)
- Invest your words sharing accomplishments, results, and transferable skills, not stuff people already know. E.g. “Consistently garnered 20% or more in tips by being attentive to patrons’ needs, even in advance of them being voiced.”

Examples of Powerful Bullets

Poor: Waited Table

Better: Served over 30 patrons in a three hour shift with zero errors

Poor: Planned programs

Better: Organized and executed six programs over a four month period covering topics such as study skills, stress reduction, and roommate relations.

Poor: Assisted Patients.

Better: Provided quality care to over 15 patients per day by administering medications, bathing and checking vitals.

Examples of Quality Bullets for your Experience Section

- Assisted patients in a 20 bed Medical-Surgical unit in activities of daily living
- Observed over 75 hours of nursing assessments including: skin integrity, fall risk, level of consciousness, and spinal cord reflexes
- Volunteered over 140 hours in ER, Maternal Outpatient, Guest Relations, and Pediatrics
- Took vital signs, performed AIDS testing, and recorded patient information for 80 individuals

Bilingual/Language	Management	Critical Care	Pediatrics
Quality Improvement	Ventilator Management	Administration	Oncology
Trauma	Clinical Research	Case Management	Phlebotomy
Community Outreach	Managed Care	Palliative Care	Patient Care
Critical Thinking	Assessment	Case	Monitor
Records	Team	Health	Compassion

*If you ever apply for an academic job --> publications/presentations is listed on the resume before work experience.