

Sample Resume and Cover Letter

School of Nursing



LUCAREER
GET YOUR **START.**

The next few pages include sample cover letter and resumes geared to the job description below

When reviewing job descriptions, look for themes and keywords to guide content in your resume & cover letter

We are hiring nursing grads to join our Registered Nurse New Graduate Residency Program at AMITA Health Saint Joseph Hospital Chicago.

Overlooking beautiful Lake Michigan and Lincoln Park, AMITA Health Saint Joseph Hospital Chicago in the Lakeview neighborhood is an **academic hospital** that's home to experienced doctors with a **passion for providing exceptional patient care**. The hospital also hosts several **centers of nationally recognized care**, including the Chicago Institute of Advanced Bariatrics, the Mark M. Connolly Center for Cancer and Specialty Care and the Diamond Headache Clinic.

When a hospital overview is included, look for clues about their values and areas of focus

What You Will Do

Provide direct nursing care in accordance with established policies, procedures and protocols of the healthcare organization.

- Implement and monitor **patient care plans**.
- **Monitor, record, and communicate** patient condition as appropriate.
- Serve as a primary coordinator of all disciplines for **well-coordinated patient care**.
- Note and carry out physician and nursing orders.
- **Assess and coordinate** patient's discharge planning needs with members of the healthcare team.

Themes in this description include transferable skills like coordination, assessment, and interprofessional team work

What You Will Need

Licensure / Certification / Registration:

- **BLS Provider** credentialed from the American Heart Association (AHA) obtained prior to hire date or job transfer date required.
- Registered Nurse credentialed from the Illinois Board of Nursing **obtained prior to hire date** or job transfer date required.

Qualifications sections are an important way to evaluate if you are eligible for the role

Education:

- Diploma from an accredited school/college of nursing required.

Additional Preferences

- Graduated nursing school within one year of start or transfer date.
- **Less than six months of nursing experience** by start or transfer date.

Bolded words are examples of keywords to integrate into your resume or cover letter

Cover Letter

Nolan Nursing
123 Main Street
Berwyn, IL 60402
nnursing@luc.edu

May 18, 2021

Evanston Hospital
2650 Ridge Avenue
Evanston, IL 60201

Dear Hiring Manager,

I am writing to enthusiastically apply for the New Grad – Staff Nurse position posted on the NorthShore website. As a current Patient Care Technician on the Resource Team at Evanston Hospital, I have seen firsthand how the **care teams embody the mission**, centering patients in their work and prioritizing professional development to provide exceptional care. My previous experience with the health system, in addition to my strengths in **communication, problem solving, and prioritization** would make me a strong member of the team.

I recently completed my Accelerated Bachelor of Science in Nursing at Loyola University Chicago. Through my classes and clinical experiences, I learned how the value of *cura personalis* - care for the whole person - is central to the work of a nurse. Empowerment and education are key values I have displayed in my clinical experiences. Prior to pursuing my ABSN, I worked as an elementary educator, reflecting my passion for teaching, my ability to **monitor** student learning and **communicate collaboratively** with colleagues and families. Most recently, as a Medical/Surgical student nurse at Gottlieb Memorial Hospital, I built experience assessing, monitoring and recording patients' status.

In my current role as a PCT with Evanston Hospital, I demonstrate my adaptability by floating between multiple units. Whether I work with pediatric psychiatric patients or support teams in the PACU, I flexibly adapt to the needs of different patients while carrying out physician and nursing orders.

As I launch my professional nursing career, I am seeking a setting that values **research and innovation**, while **centering patients** and treating them with **dignity and compassion**. The NorthShore Healthcare system embodies these values, and I hope to have a chance to grow within the system. Thank you for your time, and I hope to discuss my experiences in more depth in an interview.

Sincerely,

Nolan Nursing

Cover letters are not required or even accepted for all nursing roles. Check the application portal, and if in doubt, submit one



Since cover letters in healthcare have several readers, it is ok to keep your greeting more general

Your first paragraph should indicate what you are applying for, and also provide a brief value statement.

Explain select experiences in more detail, attending to keywords from the job posting that can help with making connections

Don't recap everything in your resume - instead choose a few experiences to dive into

Note how the word choice matches the language in the job description, as well as key nursing values

Tying experience back to the organization and position helps the reader assess fit. For nursing roles, showing a connection to the mission is also important.

Keep it short! Like the resume, cover letters should be less than one page.

Resume: BSN

Your resume should be one page in length!



Natalie Nursing
Chicago, IL 60640
nnursing@luc.edu | 773-555-1234

EDUCATION

Loyola University Chicago Marcella Niehoff School of Nursing, Chicago, IL
Bachelor of Science in Nursing

May 2021

Experience does not need to be clinical to have impact. For each role consider - "how did this role make me a better nurse?"

- Member of Sigma Theta Tau International, Honor Society of Nursing

WORK EXPERIENCE

Private Family, Chicago, IL
Personal Caregiver

May 2020 - May 2021

- Assisted a stroke survivor in activities of daily living, including bathing, cooking, laundry, driving to appointments, and practicing physical and occupational therapy assignments
- Supported the patient and family in end of life care in collaboration with hospice caregivers



Loyola University Chicago Wellness Center, Chicago, IL
Health Advocate

August 2019 - December 2020

- Counseled students on making healthier decisions regarding nutrition and alcohol consumption
- Researched common health issues among college students and devised creative ways of educating students

Loyola University Information Commons, Chicago, IL
Student Worker

September 2018 – March 2020

- Greeted students, faculty and staff as they entered the library building
- Maintained a secure space by monitoring common areas
- Responded to questions and problems with a focus on problem solving



Leadership and an orientation to service are qualities that recruiters and hiring managers seek

VOLUNTEER AND LEADERSHIP EXPERIENCE

InsulinforAll: Loyola University Chicago, Chicago, IL
Vice President

August 2019 - Present

- Collaborate with the President to lead an organization of 25 members focused on prescription affordability
- Develop educational materials to inform the student body about prescription access and costs
- Create a sense of community in the organization despite the distance required by the pandemic

Loyola Medicine COVID-19 Vaccine Clinic, Maywood, IL
Student Volunteer

January 2021 – March 2021

- Served as a first point of contact for community members arriving for vaccines
- Provided patient education regarding aftercare and possible vaccine side effects
- Observed patients after vaccination to monitor for adverse reactions

CLINICAL ROTATIONS

Gottlieb Hospital: Clinical Role Transition in Medical/Surgical Nursing

Spring 2021

Loyola University Medical Center: Medical/Surgical Nursing 1 & 2

Fall 2019 & Spring 2021

Ann and Robert H Lurie Children's Hospital of Chicago: Pediatric Nursing

Fall 2020

Rainbow Hospice: Community Health Nursing

Fall 2020

Northwestern Memorial Hospital: Psychiatric Nursing

Spring 2020

UIC Medical Center: Maternal and Child Health Nursing

Spring 2020

SKILLS & CERTIFICATIONS

Proficient in Epic charting

BLS/CPR Certification, Expires June 2021



There are a lot of ways to include clinical rotations. These samples illustrate two options for showcasing rotations.

Resume: ABSN

ABSN students should include their past work history in most cases - consider the skills it developed!



Nolan Nursing

Berwyn, IL 60402

nnursing@luc.edu | 773-555-1234

EDUCATION & CERTIFICATIONS

Loyola University Chicago Marcella Niehoff School of Nursing, Chicago, IL
Accelerated Bachelor of Science in Nursing

Expected August 2021

Clinical Rotations:

- Loyola University Medical Center: Medical/Surgical Nursing 1 & 2
- Ann and Robert H Lurie Children's Hospital of Chicago: Pediatric Nursing
- Rainbow Hospice: Community Health Nursing
- Northwestern Memorial Hospital: Psychiatric Nursing
- UIC Medical Center: Maternal and Child Health Nursing

Clinical rotations can also be included in the Education section since they are a training experience. In the next section, you can see how CRT can be showcased

Creighton University, Omaha, NE
Bachelor of Science in Elementary Education

May 2016

Registered Nurse Licensure, Illinois
BLS/CPR Certification

Expected September 2021
Expires December 2021

HEALTHCARE EXPERIENCE

NorthShore Health System, Evanston, IL
Patient Care Technician

September 2020 - Present

- Float between units as needed, demonstrating adaptability by quickly adjusting to different settings
- Demonstrate time management by supporting an average of 7 – 10 patients per shift



Loyola University Medical Center, Maywood, IL
Clinical Role Transition (Preceptorship)

Summer 2021

- Completed 75 hours of supervised training in the Neuro ICU unit
- Provided patient and family education regarding complex neurological diagnoses
- Performed neuro assessments every 15 – 90 minutes based on patient needs

Experience can be split into functional categories to keep the focus on relevant experience

ADDITIONAL EXPERIENCE

Boyd Elementary School, Omaha, NE
First Grade Teacher

May 2016 - June 2018

- Instructed groups of 25 – 30 first grade students with a focus on social/emotional learning, math and literacy
- Maintained open communication with parents and families to provide academic and behavioral updates



LEADERSHIP AND VOLUNTEER EXPERIENCE

ABSN Student Board, Maywood, IL
Member

August 2020 – May 2021

- Advocated for the needs of ABSN students, including challenges relating to the COVID pandemic
- Built community among the cohort by organizing weekly meet-ups

Medical Mission Trip, Wright State University Medical School, Jamaica
Volunteer

Summer 2018

- Traveled across Jamaica for two months supporting community medical clinics
- Completed intake interviews and took patient vitals in advance of appointments
- Collaborated with volunteers, including nursing and medical students, professional nurses and doctors

SKILLS

Fluent in Spanish
Proficient in Epic charting



A skills section should focus on technical skills, like computer and language skills