



## NURSING JOB SEARCH GUIDE

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## Tips for Effective Résumé

Your résumé 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 résumé 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 résumé, 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 entry-level positions. Candidates with more than a few years of full-time professional experience may have a two-page résumé.
- **BE HONEST** The most crucial element in any job search is trust. Don't sell yourself short but never include anything in your résumé 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. If you e-mail your résumé, send it as a PDF so the formatting is preserved. If submitting a printed copy of your résumé, use résumé paper (standard size, white, pale gray, or cream) for your résumé. Printed résumés should not be folded or stapled. Utilize a 10x13 envelope for mailing and paperclip your documents together.
- **BE CAREFUL & PROOFREAD** Review your work. Does your résumé 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 numbers, %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 résumé. Exceptions do apply for certain majors such as Theater and Dance, as well as those applying for jobs in the federal government. High school information is not necessary once you've finished your freshman year in college unless it is directly relevant to the position.
- **TAILOR AND REVISE** Your résumé should be tailored to the position for which you are applying. Larger companies will do a key word search of your résumé to match their job description. Make sure your contact information is current with a phone number and e-mail address where an employer can reach you during business hours. Be sure to have your résumé reviewed by Career Center staff and to upload it to Handshake. (See final page of guide for instructions to upload.)

# Action Verbs

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

## Résumé 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**, City, State

**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.**

## SAMPLE Résumé

### Topanga Lawrence

(213) 555-5555 • tlawrence12345@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: 3.93/4.00**

Expected May 2024

Terre Haute, IN

Awards:

- Hester Bigger Scholarship Award
- Dean's List

#### **CLINICAL EXPERIENCE:** (March 2019-December 2022)

- 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** (January 2015–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** (May 2022-August 2022)

##### **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 2021-Present)
- Indiana Nursing Association (September 2020-Present)
- Sigma Theta Tau International Honor Society for Nursing (May 2020-Present)

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

- Red Cross Instructor
- Registered Nursing License anticipated June 2023

#### **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 résumé tells employers about your qualifications, education, and experiences, but it is your cover letter that piques their interest enough to read your résumé. Your cover letter lets you emphasize information you want the reader to notice in your résumé. 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, mention what you will do to follow up with the employer and when. Then do not forget to call.
- **MEET THE EMPLOYER'S NEEDS** Many companies will do key word searches of your cover letter and résumé 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. Have multiple people proof your résumé. The ISU Career Center has Walk-In hours every day for quick 15-minute appointments to have your document reviewed. Save a copy of your document as a PDF to ensure un-altered formatting.
- **MATCH YOUR RÉSUMÉ** Make sure to use the same paper, color, and font style as your résumé.
- **PROPERLY ADDRESS YOUR COVER LETTER** Find out the name and title of the person to whom you should 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. If you are sending your résumé via e-mail, in many cases the e-mail message becomes your cover letter.
- **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 /** After completing the first draft of your cover letter, take a pencil and circle every sentence that begins with */*. Vary sentence structure and use compound sentences to reduce the number of sentences that begin with */*. 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. Make sure your language conveys 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 résumé. This is an opportunity to explain in more detail relevant items in your résumé. 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 résumé, portfolio, demo etc.)

## SAMPLE COVER LETTER

### Gabriel Martin

(317) 123-4567 • gmartin1234@sycamores.indstate.edu • 1234 USA Street, Brazil, IN 47834

April 19, 2023

Dr. Alice Burns, Human Resources Director  
Cedars-Sinai Medical Center  
8700 Beverly Blvd #2900A  
Los Angeles, CA 90048

Dear Dr. Burns,

I would like to apply for the R.N. position at Cedars-Sinai Medical Center that I found posted on the Indiana State University website. I have had a variety of related experiences so I will be prepared to assist in your rapidly expanding Intensive Care Unit.

In 2022, 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 2021, 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". I appreciate the opportunity to make a real difference in patients' daily lives and I find the profession endlessly interesting and rewarding.

I would welcome the opportunity to meet with you to discuss my qualifications further. Please feel free to contact me at 317-123-4567 or gmartin1234@sycamores.indstate.edu. Thank you for your consideration.

Sincerely,

*Gabriel Martin*

Gabriel Martin

Enclosure: Résumé, References



# Tips for Creating a Reference Sheet

## How and where to list references:

- **DO NOT STATE “References available upon request” on your résumé.** It is often a waste of valuable space because employers assume you can supply references.
- References are not listed on your résumé; they are on a separate document.
- When setting up your reference page, be sure to use the same heading as you did on your résumé.
- 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 references is 3-5.
- Include references name, title, organization, mailing address, phone number and e-mail.

## 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 résumé 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 that person’s 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 résumé. This lets your references know about abilities, interests, and experiences they may not have observed.
- Keep your references informed about 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 e-mails they may receive.
- Thank each reference in writing for his or her assistance.

**SAMPLE REFERENCE SHEET**

**Louis Winthorpe, III**

(317) 867-5309 • lwinthorpe@sycamores.indstate.edu • 1234 Freedom Drive, Appleton, WI 54911

**References**

Name  
Company/Organization  
Title  
Street Address  
City, State Zip  
Phone Number  
E-mail Address

Name  
Company/Organization  
Title  
Street Address  
City, State Zip  
Phone Number  
E-mail Address

Name  
Company/Organization  
Title  
Street Address  
City, State Zip  
Phone Number  
E-mail 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, objectives, 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 résumé. 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. Identify potential questions and practice responding to those questions multiple times.
- 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?
- What is the mission and vision of the company?
- Do they have a presence on social media?

### 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 would you describe the culture of this unit/hospital?
- What do you love about working here?
- 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?
- How/Why did this position become available? Is it a new position?
- What are the next steps in the hiring process?

### 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 specific you were directly involved in and recount it 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 and your specific actions. 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?
- How would you describe your organization skills?
- Tell me about a situation where you demonstrated good communication skills.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks. How did you prioritize and manage your time?

*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 uncomfortable 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 or have flexibility in the job. 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?

## Practice Interview Evaluation

- **Appearance:** Dress appropriately for the interview. Treat it as if it was the real thing and bring a copy of your résumé.
- **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.

## Final Advice

- Practice multiple times before your interviews.
- 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 in interview attire. Conservative is always better.
- Drive to the location before the interview to see how traffic is and where to park.
- Remember that your interview begins the moment you leave the house. You never know who you will meet on your way into the building.
- Have a padfolio to take notes, have extra copies of your résumé 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 letters 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.
- An email thank you letter 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

698 Candlewood Lane 98534  
Cabot Cove, ME  
812-123-5432  
jfletcher999@sycamores.indstate.edu

April 22, 2023

Mrs. Janice Taylor  
Human Resources Manager  
Cook County Health  
1969 W. Ogden Ave.  
Chicago, IL 60612

Dear Mrs. Taylor:

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. 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 jfletcher999@sycamores.indstate.edu. Thank you again for the interview.

Sincerely,

*Jessica Fletcher*

Jessica Fletcher

## **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>
- Doximity: [www.doximity.com](http://www.doximity.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>
- Nursing School 411, <http://www.nursingschool411.com/>

## **Professional Associations Links**

- National Student Nurses' Association, <http://www.nсна.org>
- 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.ihaconnect.org/>
- In State Nurses Association, <http://www.indiananurses.org/>
- National Federation of Licensed Practical Nurses, <http://www.nflpn.org/>
- National League for Nursing, <http://www.nln.org/>
- Comprehensive list of Nursing Organizations, <http://www.nurse.org/orgs.shtml>

## **Job & Internship Search Links**

- AllHealthJobs, <http://www.allhealthjobs.com>
- Allied Health Careers, <http://www.alliedhealthcareers.com>
- AllNurses, <http://allnurses.com>
- CampusRN, <http://www.campusrn.com/> (has option for finding companies with visa sponsorship)
- National Institute of Health <http://www.nih.gov>; For internships go to <http://www.training.nih.gov>
- HealthcareRecruitment, <http://www.healthcarerecruitment.com>
- HealthJobsUSA, <http://www.healthjobsusa.com>
- HireNursing, <http://www.hirenursing.com>
- MedCareers, <http://www.medcareers.com>
- Medical Jobs/Healthcare Jobs, <http://www.nationjob.com/medical>
- Nurse Recruiter, <http://www.nurse-recruiter.com>
- NursePath, <http://www.nursepath.com/>
- Nurse.com, <http://www.nurse.com/jobs>
- Nurses123, <http://nurses123.com/>
- NursingJobs, <http://www.nursingjobs.org>
- NursingJobs, <http://www.nursingjobs.us>
- NursingJobsHelp, <http://www.nursingjobshelp.com/>
- R.N. Wanted, <http://www.rnwanted.com>
- US Department for Veterans Affairs, <http://www.vacareers.va.gov/>