

Resume for Nurse guidelines for your application

Nursing skills are in high demand, but in order to find a good job, it is important to list your skills and experience on your resume properly. Therefore, a compelling resume for nurses or nurse practitioners is key to career success and job satisfaction.

As a Nurse, How Can You Create a Compelling Resume?

You can be a great nurse. However, like many people, you may not know how to write a good health and nursing resume and are therefore struggling to land your dream job. In this article, you'll learn how to present yourself to an employer to highlight your skills and show your strengths.

A nurse saves lives. The nurse is a hero to both patients and loved ones. Why is the nursing profession so important?

A nurse attends to patients in hospitals and is responsible for communicating information to relatives, and thus bears a great deal of responsibility. She is also responsible for checking the stock of medicines and ordering them.

The area of responsibility of a nurse includes the care and support of sick people of all ages with physical and mental illnesses, of people with special needs and of the seriously ill.

They also deal with prevention, health care and health advice in the context of nursing.

As a nurse, you always work with people. The empathy i.e. compassions for people who need help plays an important role for nurses in their professional development.

Professional Summary

“A registered, trained and compassionate specialist nurse with 10 years of experience caring for the seriously ill and dying. Since graduating in 2012, I have always worked in hospitals and care facilities. I have experience working in emergencies, but also advising patients and administering medical treatments as directed by the doctor. Thanks to my education and professional experience, I guarantee my patients the best possible care.”

Experience

Health and Healthcare

Trauma Hospital Berlin, Berlin, Germany

Nurse

Lipo-Clinic Dr. Heck GmbH, Mülheim an der Ruhr, Germany

2012 – 2017

- care of patients during treatment
- Pre-, intra- and postoperative care of the patients according to current standards
- Working with a multi-professional team
- Professional implementation of the care process including management of the care documentation
- Participation in work processes
- Counseling of patients and their relatives

Training

-
- Nursing specialist training
School for Health Professions Berlin GmbH
- Berlin
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September 2009 – June 2012

nursing skills

Hard Skills:

- • Assessment of vital parameters
- • Care of patients
- • Infection control
- • IV therapy
- • Catheterization
- • Collection of samples and blood collection
- • Development of care plans
- • Enteral nutrition
- • Cardiopulmonary resuscitation

Soft Skills:

- • Teamwork
- • Care
- • Decision making
- • compassion
- • Working under pressure
- • Communication
- • Humor

How to write a resume for Nurse

- Despite the high demand for qualified nurses, a good resume is critical to a successful application. Also, a well-written resume is the first thing your potential new employer will see of you.
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- You should therefore make a particularly good impression in order to stand out from other applications. However, this is not easy, because there are many details to consider. Here you can find out in detail what the ideal CV for a job as a nurse looks like and what you need to look out for.

Structure and content of your perfect CV:

- **headline**
- **Resume Summary/Resume Goal**
- **Training**
- **knowledge and skills**
- **Other qualifications (languages, computer skills and certificates, awards, volunteer work, references, hobbies...)**

CV design

- When writing a resume for a registered nurse, a minimalist style is often preferred. The CV must be carefully written. An extensive layout is good, but it can also overwhelm the reader. In this case, the employer might not give your CV the attention it deserves.
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- The ideal resume layout for a nurse should be reader-friendly and understandable. Your CV should be one page long and font size 10-12pt. However, if you want to make your CV attractive with original fonts, it is better to prefer simple fonts. Such fonts are easy to read and therefore make your resume more meaningful and visually appealing. Recommended fonts are Calibri, Times New Roman, Cambria and Arial.

Best format of your CV

- The best format for your resume is the anti-chronological format. In the case of an anti-chronological CV, current experiences come first. The other professional stations are listed in descending order. The idea behind the so-called American version of the CV is that the most important experiences usually catch the eye more quickly. In Germany, this procedure for creating a CV has also long been established.
- If you do not have work experience, it does not mean that you have lost all opportunities. A functional resume allows you to grab the employer's attention by sharing your skills and

education. In any case, you should present the skills and knowledge that you have already acquired during your studies.

- **One of the benefits of nursing education is clinical internships. You should definitely state the experience gained during internships in various specialist areas in your CV. This experience counts as work experience.**
- Another format is the combined resume, which combines the best aspects of an anti-chronological and a functional resume. This format highlights the applicant's experience and skills and is ideal for applicants with years of experience.

Tips for career starters:

- Keep your header short and include only necessary contact information. It's also important to have a professional email address as using an unprofessional address may result in you not getting the job.
- A photo on the CV is optional and most employers discourage it as it increases the risk of discrimination and unconscious bias towards the applicant. Although a photo is not a mandatory part of the application form, most people still want to include a photo. An application with a photo in Germany is more of an advantage.
- If you must have a photo on your CV, **you should look for a professional photo.**

Work experience on your CV as a nurse (+ what to do if you have no experience)

In this part you can list your previous professional history that demonstrates your competence for the desired position. Education, training and experience are very important when applying for a job. Start with your experience at the healthcare facility where you currently work. Then you should list your previous activities. If you want to create an effective nursing resume, you should list three to five duties and responsibilities for each position and support them with facts and figures.

What should you do if you have no work experience?

The advantage of studying to become a registered nurse is the compulsory practical training that every student should take during their studies. Nursing education is a combination of theoretical instruction in the nursing academy and practical training in a hospital. The practical part of the training comprises a total of 2,500 hours and takes place in the areas of internal medicine, pediatrics, gynecology, surgery, geriatrics and neurology.

After completing your training, you will already have relevant professional experience. When applying for your first job, you should focus on the skills you acquired during your apprenticeship and internship.

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Example of a nurse's work experience when applying for the first job

[Martin Luther](#) Hospital
Internship as a nursing assistant
Department of Internal Medicine and Gastro/Hepatology

January 2015 – June 2015

- Assistance with everyday activities such as personal hygiene, eating or dressing and undressing
- Providing seniors and their families with all the information they need
- Admission and care of patients and their families

- Organization of hospital stays
- Scheduling appointments for external examinations of patients

Example of work experience in the CV of an experienced nurse:

St Joseph Hospital
intensive care unit

January 2015 – September 2021

- Care and monitoring of patients who require intensive care treatment
- Independent planning, organization and implementation of all nursing measures, including nursing documentation
- Observation, monitoring and care of seriously ill patients as well as participation in anesthesia and renal replacement therapy
- Assistance in medical interventions

State your education and studies correctly in your CV

Your education is important to your resume. Most positions require a **degree in general health and nursing or a degree in medicine and nursing**, so don't leave this out on your resume.

Further training in critical care or nursing education can also be a great advantage, especially if this degree is absent from most resumes.

It is important that you detail your educational qualifications so that employers can easily identify them. First, provide the degree, institution name, and year of graduation. If you have a master's degree, you can refrain from specifying a university degree.

Nurse Resume Education Example:

Bachelor of Science in Health and Nursing

AUBI plus GmbH

September 2018 – June 2021

Further training as part of the job profile of nursing assistants

BFI Austria

December 2022

Must-have professional skills on a nurse's resume

Finding your dream job is not always easy. Sometimes having the necessary experience and education is not enough. **The right candidate must have the perfect combination of experience, skills and education.**

A CV also allows you to draw the employer's attention to your professional skills. They are not immediately apparent if the employer just reads your application or CV.

Anyone who has ever been a job seeker knows that nursing job postings list a number of desirable qualities in an applicant's job profile. It is no longer just about professional experience, but also about the personal characteristics of the applicant, the so-called soft skills and hard skills.

But what exactly are these characteristics supposed to say and what does a potential employer want to know about a job seeker?

Here you will find the list of skills that are particularly required in the nursing sector:

soft skills:

- empathy
- stress tolerance
- teamwork
- motivation
- willingness to perform
- ability to learn
- willingness to help
- resilience
- charity
- Problem solving oriented

Hard skills:

- anatomy
- methods of pain management
- puncture knowledge
- English (C1)
- French (B2)

CORRECT

THE GOOD EXAMPLE

A registered, trained and compassionate specialist nurse with 10 years of experience caring for the seriously ill and dying. Since graduating in 2012, I have always worked in hospitals and care facilities. I have experience working in emergencies, but also advising patients and administering medical treatments as directed by the doctor. Thanks to my education and professional experience, I guarantee my patients the best possible care.

Additional section for resumes

Every job seeker applies for a resume in hopes of receiving one. However, this is not always the case due to the high level of competition. One way to stand out from the competition and become the first candidate for the job you want is to add an extra section to your resume. This section allows you to add additional qualifications to your resume.

In your CV you can e.g. add the following sections:

Computer knowledge

This section is very important for a nurse's resume. You need to enroll patients and enter and edit all required data. List all word processing programs (e.g. Microsoft Word) and spreadsheet programs (e.g. Excel) that you use here.

Languages

Languages can be the decisive factor on your CV that sets you apart from other applicants. That's why you shouldn't leave them out on your resume. When you state your language skills, please also state your language level.

For example:

- o Goethe certificate B1 for German

- o IELTS 6.0 for English

Credentials

Some job advertisements ask for references. In such cases, you should include them in your CV. If not required, you do not need to provide them. However, it is advisable to ask your former employer for a letter of reference.

If you are applying for the first time, you can ask your professor to write a recommendation.

When listing the referral, include your first and last name, work location, company name, phone number, and email address.

Tips for optimizing your CV

- You have a better chance if you optimize your CV before each application. This is the only way you can adapt your CV to the respective position and employer. And that's exactly what you should do.

CORRECT

- Use the stimulus words and the relevant keywords to optimize your CV in the ranking systems;
- Choose the right format to best represent your qualifications;
- Back up your accomplishments with numbers and dates to make your resume stand out;
- Provide an appropriate job title;
- Use bulleted lists to explain important information;

Read your resume carefully to ensure it is free of spelling and grammatical errors.

Summary: The ideal resume for a nursing job

- Before submitting your resume, double-check the information in the headline. This way you can ensure that the text does not contain any errors;
- Write a meaningful summary or the purpose of your application so that the employer wants to read your CV further;
- Your healthcare professional resume should include a headline, resume or purpose summary, work experience, education and skills section, and an additional section detailing other qualifications (languages, computer skills, certificates, awards, volunteer work, etc.);
- The layout of the CV should be simple.

Write a cover letter that matches your resume

- **Your application is not complete without a cover letter. In your cover letter you can go into more detail about your education, skills and experience. This is also a way for you to showcase your skills to the company's employer.**
- **You can immediately let the employer know that you are competent and will be a great asset to the existing team. Our cover letter templates will help you make your application stand out from the rest.**