



# **NURSES:**

## How To Stand Out In The Interview Process



A GUIDE TO MAKING YOUR RESUME  
STAND OUT AND SELLING YOURSELF  
WHILE BEING INTERVIEWED



Getting started as a nurse and looking for work can be an intimidating process. While there will always be jobs available for qualified nurses, obtaining a job at a desirable facility or one with better-than-average pay can make the application process more competitive than usual. Therefore, it is essential to know how to make your resume stand out and sell yourself while being interviewed.

# DETAILS YOU SHOULD ALWAYS HAVE ON YOUR NURSING RESUME

There are a variety of skills that are very important for all nurses to have. A resume that focuses on these skills along with honors, awards, and affiliations provides your potential employer with a wealth of information that could help you secure the job. While we all know that you should include your education, work history, and a list of skills relevant to your profession, there are some additional details that you should include with your nursing resume to help it stand out.



# SOFT SKILLS

Because nurses often work in teams while caring for patients, soft skills are essential for the job. A few examples of soft skills include:

- **Excellent work ethic**
- **Time management**
- **Good communication skills**
- **Emotional intelligence**
- **Flexibility**
- **Patience**
- **Teamwork**



# PROFESSIONAL AFFILIATIONS

If you belong to any professional groups, such as the American Association of Critical Care Nurses, you will want to include the following details:

- **The name of the affiliation**
- **The date of your admission**
- **Offices held**
- **A short description of your role or why you picked this group over all the others.**

# SPECIFIC DETAILS ON YOUR NURSING EDUCATION

Along with including the name of the school you attended and the degree you earned, you will also want to add:

- **Your beginning and completion date**
- **Your GPA, if it was considered high**
- **Any achievements, awards, or scholarly organizations and activities you were involved with**



## YOUR AVAILABILITY

Your resume should indicate what shifts you are willing to work and your ability to relocate for your job if needed. You should always include this information even if you apply for a job with a specific shift in the description. The employer could have additional openings available that you may qualify for. You can include your availability information in its own section or add it to your professional summary.

# WHAT TO FOCUS ON DURING A NURSING JOB INTERVIEW

The main purpose of any job interview is for the employer to determine if you are a good fit for their team and if they want to hire you. Here are a few tips for making the interview less stressful and how to bring out all your best qualities.

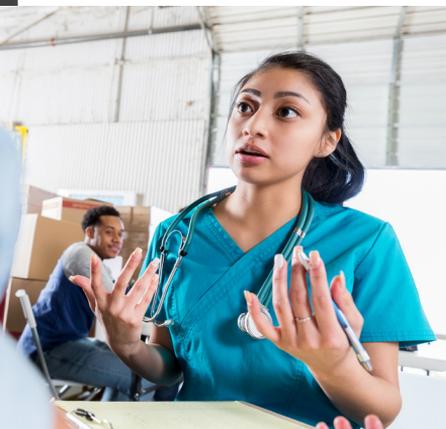


## BE A STORYTELLER

Telling stories is a powerful way to ensure the employer will remember you when deciding who to hire. It also provides proof to back up the assertions you made in your resume. Think about a time when you felt challenged or defeated. What was the situation, and how did you react? What steps did you take to resolve the issue, and what lessons did you learn from it? These details will help the employer understand how you think, how you react to stressful situations, highlight your problem-solving skills, and show what you value.

# ASK QUESTIONS

At the end of the interview, you will probably be asked if you have any questions. It is just as important for you to learn more about the job as it is for the employer to learn about you. Here are a few examples of some questions you should ask.



- **Can you tell me about a nurse who excels at their job and why their performance is outstanding?**
- **Are there any reservations you have about my qualifications for this position that I can address at this time?**

- **Are there any opportunities for advancement?**
- **How will a new employee be trained?**
- **What types of nurses do well for this unit, and what types do not?**





# HOW TO PREPARE FOR YOUR UPCOMING INTERVIEW

Being fully prepared for a job interview can eliminate a lot of anticipation and stress, allowing you to go into the process ready and focused. Here are a few tips to help prepare yourself for your interview.

# HAVE A PORTFOLIO

One of the best ways to stand out among your fellow nurses is to have a professional nursing portfolio. Your portfolio provides the employer with evidence of the statements made in your resume and during the interview. You can use this valuable resource for your interviews and career fairs or other networking events. When creating a portfolio, always include:

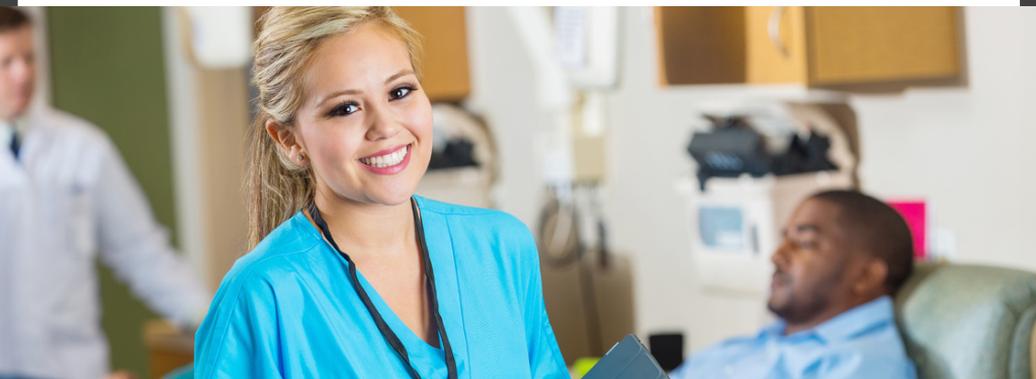
- **A cover page with your first and last name plus your nursing credentials**
- **Your nurse license**
- **Current resume**
- **Degree or diploma**
- **A letter of recommendation**
- **Performance reviews**
- **Patient education plans you wrote**
- **College and university transcripts**
- **Annual skills checklist**
- **Certificates, special training, and awards**



# BE PREPARED FOR SPECIFIC QUESTIONS

There are several types of questions commonly asked during most interviews for nursing positions. Learning what these questions are and coming up with answers to them before your interview can help you better prepare for the conversation.

Teamwork is an essential part of any nursing job, and the employer is likely to bring up your ability to work well with others during the interview. You may be asked about working with difficult coworkers or any conflicts that arose with former healthcare teams.



Patient care is another aspect that your potential employer will likely bring up. They may want to know how you deal with dissatisfaction from a patient's family members or any approach you took to communicate with patients who did not understand complex medical terms. Providing them with an example of how you explained a medical procedure to a patient in a way that they clearly understood is a great way to reply to these questions.

# READY TO APPLY?

Now that you know everything about making your next interview a success, it's time to apply for available nursing jobs in your area. At CynaMed, we offer premier healthcare staffing solutions for facilities throughout the greater Pittsburgh area. Whether you are looking for a temporary or permanent placement, we are here to help.

**Visit our website or give us a call today at **412-325-3420** to find out about our current job listings.**



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