

The day becomes shorter, the nights become longer, and there is a crisp fall feeling in the air, how should we spend our time; watch football, decorate for the holidays, dust off our inside exercise equipment? I have a better idea; take a look at your resume, put your NP portfolio together, think about making a career change? Every few years it is a good idea to look around you and think about the next big opportunity that will launch your NP career to the next level. In the next few paragraphs I will describe a few do's and don'ts around your resume or curriculum vitae (CV).

By the time you receive your advanced practice license you have achieved great things in nursing, your resume or CV is an opportunity to not only sell yourself, but use it as a chronological tool to showcase your accomplishments. In a competitive world it is important to toot your own horn. Some of you have received several bachelor's degrees, had multiple careers, got published, presented at a nursing event, taught classes, precepted other students and so much more. You have done things in the nursing profession, at work, in the community and for done things for your own knowledge, don't let these things go without being noticed. The goal of a resume is to show that you can use problem solving skills in clinical situations, complete projects and make contributions. A resume/CV is like a good friend who speaks well of you and introduces you to others.

The primary difference between curriculum vitae (CV) and a resume is the length, what is included and what each is used for. A Curriculum Vitae is a more detailed synopsis of your background, accomplishments and job experiences. A CV includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details. A resume is brief and concise - no more than a page or two and is used to give a quick picture of your skills and expertise. Depending on what type of job, grant, fellowship that you are looking for will determine which one you will use. My experience has been that most physician practices will be fine with a resume, but for an administrative, community, research, academic position a CV is the expected document. You can't go wrong with a CV, but you might not make it if you just submit a simple two page resume. Resumes are used to screen people out more often than screen them in. You are going to need a powerful resume/CV - claim your accomplishments.

#### Include:

- Contact Information
- Education
- Work Experience – don't just list title and dates, include what you did in that role
- Related Professional Experience – community work, organizational activities
- Research Experience – this can include your areas of interest and focus
- Teaching Experience – include precepting experience
- Grants/Fellowships – if applying for a grant or fellowship
- Publications and Presentations
- Awards/Honors
- Other- Memberships, Associations, Conferences
- References

#### Basic Don'ts

List your "goals" – we know you want a job, you don't have to write that

Use professional jargon

List your current salary

Give reason for leaving prior employment

Offer personal data – marital status, children's information, health, age, race, religion, hobbies

Have a trusted friend look your CV over make sure they see what you are trying to sell. For more information on the development of your professional practice, visit [www.npidaho.org/jobs](http://www.npidaho.org/jobs)

This website will have more tips for your resume development, information on interviewing techniques, how to build and showcase your portfolio and much more. This site also links you up with jobs in Idaho and Nationally. Use the Career Center to post your resume and get your name in front of potential employers.

Don't let 2010 come to an end, without being in the best possible career you can be in. Always keep looking, always keep growing, you never know what you will find. Good Luck and Happy Hunting!

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*~Heather Healy*