# You.
# *Hired!*

A recruiter's hassle-free guide to taking a resume from fair to FAB-ulous in *3 simple steps!*

**ENSEARCH**®
MANAGEMENT CONSULTANTS

# *The FAB-ulous Resume Guide*

*Did you know that most resumes are not even read?*
Typically they are just scanned by the person reviewing them, simply looking for key words contained in a generic job description.

Whoever is screening your resume is looking for someone who will save their organization time or money, or assist them in bringing in revenue. They are looking for their return on investment, thinking "if I hire someone and pay her a salary of $x per year, what will we get in return?"

When you know what your reader is looking for, you can write to her outcome. In the end, the resume is an invitation to an exclusive private party. Its sole job is to get you in the door. After that, it's up to you to sell yourself!

In this guide, you'll use the **F-A-B** method to talk about how to 'reverse engineer' your resume to achieve the best possible results for your reader.

Plus, you'll also discover the number one mistake most people make in their resumes, and how YOU can avoid it.

# F

# Facts.

F is for the Facts... *"Just the Facts, Ma'am!"*

Begin with the 'F' in your *F-A-B* resume.
This is where you include the facts. Don't hold back in this section! Feel free to let this be a 'memory dump' and get what's in your head down on paper. You'll edit later.

### 1. Objective:
Your employment goal

### 2. Education:
Schools, degrees, graduation dates, certification

### 3. Job History:
Employers, dates, titles, job responsibilities

### 4. Awards:
Nurse of the Year, Employee of the Quarter, Nursing Excellence Award, etc.

### 5. Licenses & Certifications:
RN, APN, NRP, NALS, etc.

### 6. Memberships & Committees:
NANN, ANN, NICU Education Committee, etc.

# A Accomplishments

Next, use 'A' in *F-A-B* to describe your accomplishments. These can be listed in bullets underneath your work experience.

While performing your duties and responsibilities in your past or current positions, what did you do that made you stand out from your peers, warranted an excellent review, or got you a pat on the back from your supervisor?

*This is your opportunity to brag or 'sell' yourself. Be succinct, and as specific as possible.*

•*Did you help meet a deadline that was in jeopardy of not being met?*

•*Did you help your employer save time or money...if so, can you quantify how much?*

•*Did you ease the burden in your department by performing duties outside of your standard area of responsibility?*

Let your experience shine in this part of your resume.

# B Benefits

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For the 'B' in **F-A-B**, describe the benefits you have provided your employers in past and current positions.

### *This is where most people get it wrong, the number one mistake most people make in their resumes:*

*They describe in detail the duties and responsibilities they performed in previous positions, instead of describing their associated benefits, or results.*

Although your employer is interested in your duties, that alone will not get you onto the 'short list' of candidates to be interviewed, and hopefully hired.

If applying for a certain position you're more than likely 'clinically sound'. This means you have the skills necessary to perform in this job.

What your Hiring Manager wants to see, however, is how you stand out from the other qualified candidates and can take their unit to the next level, making you the best possible fit for the job.

While performing your duties and responsibilities (and achieving those accomplishments) how did you benefit your boss, department, or company? Be as specific as you can, trying to tie the benefit to a cost, manpower, or time savings.
Here are 4 examples on how to do this.

## *During my time with ABC hospital, I:*

*Ex.1:* *Saved the hospital $x/year by implementing a new sterilization protocol*

*Ex.2:* *Discovered NICU was not billing for NNP performed services, saving hospital $x/year in lost revenue and allowing unit to hire 1 additional FTE*

*Ex.3:* *Reduced NICU infection rate by x% by implementing new sterilization protocol*

*Ex.4:* *Implemented new Mock Code Trainings which improved unit staff competencies, resulting in improved patient outcomes of x%*

By getting specific, you demonstrate the clear *RESULTS* that you have produced in your work, rather than listing off attributes in your job description

# Congratulations!

*You now have effective, outcome-driven content on your resume!*

From here it's simply a matter of using a presentable format, and having someone qualified review your resume to catch the errors you may have missed and give you feedback to take it to the next level.

*Just remember to follow these 3 simple steps:*

**F** *Get your* *Facts* *on paper*
**A** *Describe your* *Accomplishments*
**B** *Outline the* *Benefits* *of hiring you*

Lastly, have your resume reviewed by a qualified individual with a hiring background.

*Check out the BONUS section on the next page for free resources to help you refine your resume!*

# BONUS

Now that you've come this far, here is a freebie to throw your way as a 'thank you' for downloading this guide!

We have told you the what and the why things should go into your resume, but now we will show you the where! On the next few pages we have included two sample resumes that will show you the best way to format your resume. The first resume is for an experienced NNP and the second is for a new NNP graduate. We understand sometimes it's just easier to actually see it.

*But wait, there's more!* That's right… put to use these techniques and you can get a **FREE** resume review from one of ENSEARCH's highly trained professionals.

We understand in life you can 'follow all the rules' but still second guess if you have done it right. We admire your initiative to put your best self forward and we would like to help you do just that! Once you have completed your *F-A-B* resume,
email it to us *here* and we review it for you, free of charge.

So put these tips into place and turn your old resume into a *FAB-ulous Resume!* We look forward to hearing from you.

# Experienced NNP
## Sample Resume: Page 1

**Jane L. Doe, MSN, NNP**
123 Memory Lane; Any Town, MO, 43754
Home: (555) 555-1212; Cell: (555) 555-1234
Jane.Doe@gmail.com

### Objective

To obtain a Neonatal Nurse Practitioner position within an organization offering growth and learning opportunities, where I may utilize my skills and experience to provide quality patient care and to grow as an Advanced Practice Provider.

### Education

**Master of Science in Nursing with specialization as Neonatal Nurse Practitioner**                    03/2010 – 06/2011
*ABC University of XXX*; Name of City, ST
- GPA: 4.0 / 4.0

**Bachelor of Science in Nursing**                    09/1991 – 04/1996
*XYZ University;* Name of City, ST
- GPA: 3.85 / 4.0

### Experience

**Neonatal Nurse Practitioner – Level IIIc NICU**                    10/2011 – Present
*ABC Hospital*; Name of City, ST
Provides healthcare management to a caseload of patients in a 36 bed LIIIc NICU
- Responsible for attending high-risk deliveries, and providing emergency care as needed in collaboration with attending Neonatologist
- Implemented new Mock Code Trainings which improved unit staff competencies, resulting in improved patient outcomes of 12%
- Re-designed the Neonatal Nurse Practitioner service to include collaboration with pediatric resident physicians to provide consistent, quality care to the infants admitted to NICU, in addition to education of house staff residents
- Developed and taught "Boot Camp" program for staff RN's in the NICU that encompasses basic NICU education for a total of 8.0 CEU's

**Staff Nurse: Level IIIb NICU**                    08/1996 – 10/2011
*ABC Hospital*; Name of City, ST
Provided patient care management to 25 bed LIIIb NICU
- Conducted new hire orientations
- Led quality improvement project aimed at reducing nosocomial infections in the Neonatal Intensive Care Unit

### Licensure & Certifications

- Registered Nurse; ST: license number xxxxxx                    1996 – present
- Advanced Registered Nurse Practitioner; ST: license number xx    2011 – present
- NRP, BLS certification                    1998 – present
- NCC certification as Neonatal Nurse Practitioner (expires 08/2015)

# *Experienced NNP*
## *Sample Resume: Page 2*

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**Jane L. Doe (cont.)**

### Research

- ABC Clinical Research Trial, Study Coordinator     04/2005 – 12/2005
- XYZ Clinical Research Trial, Study Coordinator     07/2004 – 12/2005

### Publications

- Doe, J. (2012). XYZ topic. Advance for Nurse Practitioners
- Doe, J. and Smith, R. (2008). ABC topic. Neonatal Network

### Memberships

- National Association of Neonatal Nurses (NANN)
- The Academy of Neonatal Nurses Association (ANN)

### References

*Excellent references available on request*

# New NNP Graduate
## Sample Resume: Page 1

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**Jane L. Doe, BSN, RN, CCRN**
123 Memory Lane; Any Town, MO 12345
Home: (555) 555-1234; Cell (555) 567-8900
jane.doe@gmail.com

### Objective

To secure a position within an organization offering a cohesive and collegial learning environment, providing the opportunity to grow and advance my NNP career.

### Education

| | |
|---|---|
| **Doctor of Nursing Practice: Neonatal Nurse Practitioner** <br> *ABC University;* City, ST <br> • GPA: 4.0 / 4.0 | 05/2017 – 05/2019 <br> (estimated) |
| **Bachelor of Science: Nursing** <br> *University of XYZ;* City, ST <br> • GPA: 3.85 / 4.0 | 06/2010 – 09/2013 |
| **Associate of Science: Nursing** <br> *University of Phoenix;* City, ST | 02/2003 – 04/2005 |

### Clinical Experience

- *XYZ Children's Hospital-NICU;* City, ST     55 bed Level IV Surgical Unit: 250 hours
- *ABC Hospital-NICU;* City, ST     32 bed Level III Unit: 250 hours
- *University of XYZ Hospital-NICU; City ST*     45 bed Level IV Tertiary Center: 200 hours

### Work Experience

**Staff Nurse: Level IV NICU**     08/2015 to Present
*University of XYZ Hospital;* City, ST
Provides patient care management to 45 bed LIV Surgical NICU
- Responsible for managing caseload of 1-3 patients with complex medical issues
- Advanced skills including IV and PICC starts, arterial line setup, assistance with intubation, off-unit procedures and participation in bedside surgery
- Designed and utilized interdisciplinary transport orientation simulation and didactic training
- Educated nursing staff on new practice changes and product implementation of Prolacta donor milk
- Collaborated with organizational partners to coordinate care delivery and new care options for the transition of a level II nursery to level III under certificate of need
- Served as Collaborative Committee Chair for two years
- Presented new research in Journal Club to insure continued evidence-based practice
- Out of 450 nurse residents, I was chosen to represent the hospital at the national Magnet conference

**Jane Doe (Cont.)**

**Staff Nurse: Level III NICU**                                                06/2005 to 08/2015
*ABC Community Hospital;* City, ST
Provided patient care management to 25 bed LIII NICU
- Attended high-risk deliveries
- Led quality improvement project aimed at reducing nosocomial infections in the Neonatal Intensive Care Unit
- Performed in Charge Nurse capacity in absence of Nurse Manager
- Received Nurse of the Year Award (2014)
- Served on Quality Improvement Committee (2010 – 2013)

### Licensure & Certifications

- Registered Nurse; ST: license number xxxxxxx          2005 - present
- NCC Certification: Neonatal Intensive Care Nursing     2010 - present
- NRP, Basic Life Support (BLS) Certification            2005 - present
- STABLE Certification                                   2010 - present
- CCRN Neonatal Certification                            2013 - present

### Research

- ABC Clinical Research Trial, Study Coordinator         10/2016 – 12/2017
- XYZ Clinical Research Trial, Study Coordinator         08/2015 – 06/2016

### Publications

- Doe, J. (2012). XYZ topic. Advance for Nurse Practitioners
- Doe, J. and Smith, R. (2008). ABC topic. Neonatal Network

### Memberships

- National Association of Neonatal Nurses (NANN)
- Florida Association of Neonatal Nurse Practitioners (FANNP)

### Honor Societies

- Phi Kappa Phi (2017)
- Sigma Theta Tau (2018)

### Procedural Competencies

- Intubations
- PICC Lines
- xxxxxx
- xxxxxx

### References

*Excellent references available upon request*

# *About the Author*

Tim Mattis is a Principal with ENSEARCH Management Consultants, Inc. located in Sonoma County California, specializing in recruitment and placement of Advanced Practice Nurses in the Neonatal Nursing field.

Tim has been an Executive Recruiter since 1983 and has assisted countless candidates in the refining and development of their resumes.

You can contact Tim directly by clicking *here*.

**Tim Mattis**
*Principal*

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Management Consultants