Self-promotion (Resumes, ePortfolios, Interviews)

OVERVIEW

As with any new job search planning your first nursing career step takes time, commitment, and professional preparation. The first step of the process involves some self-analysis to figure out where you would like to work, what you are qualified to do, what geographic region you are open to, and how you can find out what opportunities currently exist for your selected target areas. The next step is the preparation of your

resume and portfolio to present you in a professional and accurate light. This includes writing customized cover letters tailored for each job prospect. Once an interview is arranged, steps to prepare you for the best interview possible will help to ensure that this nerve-wracking part of the process goes smoothly.

The work done in this program has prepared you well to work with an electronic portfolio. These skills can be applied to tailor a portfolio that presents your resume and other documents in an appealing, easy to access format. Your portfolio should not replace a resume and cover letter, but it can definitely supplement them with unique evidence that showcases your individual talents and abilities in concrete ways. More and more, skills that show that you know how to use technology are important in the nursing arena. A well designed ePortfolio can provide tangible evidence of some of these skills.

LEARNING OUTCOMES

This learning activity is intended to provide the learner with the opportunity to:

- Outline steps to ensuring that self-promotion activities are performed professionally and effectively

- Identify characteristics of a professional resume, cover letter, and portfolio

- Discuss strategies for effective job interviews

- Analyze how networking, job searches and use of job portals can support the hiring process

PREPARATION

READ: Schmidt, K. *Top 10 Details to Include on a Nursing Resume and 2020 Writing Guide* https://blog.bluepipes.com/top-10-details-to-include-on-a-nurse-resume/

READ: Blackhawk Technical College. *Resume and Cover Letter Guide.* https://blackhawk.edu/Portals/0/PDFs/Student%20Resources/Advising/BTC%20Resume%20and%20Cover%20Letter%20Guide.pdf

READ: AllNurses. *How to Answer the Most Common Nursing Interview Questions.* https://allnurses.com/job-interview-advice-c193/

READ: Dion, K. & Smolenski, M. (2008). Why you need an electronic professional portfolio. *American Nurse Today, 3*(9).   https://www.myamericannurse.com/why-you-need-an-electronic-professional-portfolio/

EXPLORE: Linfield College. *Nursing Interview Success Packet.* https://inside.linfield.edu/_files/portland/student-life/interviewsuccesspacket20.pdf

EXPLORE: *Nursing Careers Canada* (from Canadian Nurses Association) https://www.nursingcareerscanada.ca/

TRY: The free Resume Creator from Resumizer https://resumizer.com/free_resume_creator.htm

VIEW VIDEO: How would your friends and co-workers describe you? https://youtu.be/rMHSADaI5tU

VIEW VIDEO: Body Language That Gets the Job https://youtu.be/VV1cMmCKxmY

VIEW VIDEO: Mock Interview: How could you contribute to this hospital? https://youtu.be/ktiYGBNXJVw

VIEW VIDEO: *Mock Interview: Tell me about the range of your Clinical Experience* https://youtu.be/-y3QRHjry0c

VIEW VIDEO: *What is your biggest "weakness" interview question?* https://youtu.be/Oyj2PCWHPHc

VIEW VIDEO: *Job Interview preparation* https://youtu.be/BqMmoSIYBp4

VIEW VIDEO: *Interview Skills* https://youtu.be/fSXYr7LjkhI

ONLINE ACTIVITIES

CNA Career Planning

Refer to the CNA Career Planning pages at: https://cna-aiic.ca/en/nursing-practice/career-development/career-planning

Work through the various sections and design a way to cluster and showcase your activity work in your PebblePad ePortfolio when prompted to in the activities.

Resume and Cover Letter Development

Use a resume template (some examples available) to create an aesthetic and professional resume and cover letter. Tailor your cover letter to a position you would like to apply for when you graduate. Upload your documents to the Moodle activity area and your PebblePad ePortfoliuo course page.

REFLECTION

What sets you apart from other nurse graduates?

How can this help you in your job search?

What do you need to do to feel confident in your first nursing job search?

Look at your ePortfolio – how would you change it if you were going to show it to a prospective employer?

REFERENCE

Dion, K. & Smolenski, M. (2008). Why you need an electronic professional portfolio. American Nurse Today, 3(9).