



SALEM STATE UNIVERSITY  
CAREER SERVICES

# NURSING

MAJOR CAREER GUIDE

# TABLE OF CONTENTS

ACADEMIC INFORMATION	3
WHAT CAN I DO WITH MY MAJOR?	3
PROFESSIONAL ASSOCIATIONS	3
INFORMATIONAL INTERVIEWING	3
JOB SHADOWING	3
VOLUNTEERING	3
ADDITIONAL RESOURCES	3
SAMPLE RESUME	4
SAMPLE COVER LETTER	5
SAMPLE COMPANY LIST	6

## **ACADEMIC INFORMATION**

Follow this link to the Salem State University School of Nursing home page. Here you will find program information, degree options, course listings, licensure information, events information and much more:

<https://www.salemstate.edu/nursing>

## **WHAT CAN I DO WITH MY MAJOR?**

Are you a Nursing major or are you considering nursing as a major? Follow the link below to the “What Can I Do With My Major?” resource on the Salem State University Career Services web site:

<https://elearning.salemstate.edu/courses/939337/pages/what-can-you-do-with-your-major>

## **PROFESSIONAL ASSOCIATIONS**

As in any profession, staying connected to professionals in your field is vital. Below are links to professional associations for nursing professionals. Stay up to date with industry trends, connect with fellow nursing professionals and utilize resources for job searching:

[American Association of Colleges of Nursing](#)

[Nursing Society](#)

[American Association of Nurse Anesthetists](#)

[National Council of State Boards of Nursing](#)

[American Telemedicine Association](#)

## **INFORMATIONAL INTERVIEWING**

Informational interviewing is a method of gathering information about career options, industries and employers. It is an opportunity to learn about a particular job from someone already in the field. It is *not* a job interview, but it can help you learn about job opportunities and build your network for when the job search comes. This is an ideal chance to help you gain a more thorough understanding of a particular industry or job. It’s also a great way to determine “is this what I want to do?” and to learn about different paths others have taken to get where they are.

## **JOB SHADOWING**

An additional option you may want to consider to obtain information about your industry of choice is job shadowing. Job shadowing is an opportunity to step into the life of a professional in your field while they are working. Typically, job shadow experiences will last anywhere from one day to one week. Much like an informational interview, this is your opportunity to see firsthand what a “day in the life” of a professional is like.

## **VOLUNTEERING**

Volunteering is another great way to learn about what to expect when working in your industry. Similar to a job shadow, you will be able to see a “day in the life” of a professional while also contributing some of your own skills or services. Volunteering can give you a chance to gain new expertise and help you narrow down your specific interests in the field. Follow the links below to help you identify current volunteer opportunities:

<http://volunteer.nsuw.org/>

## **ADDITIONAL RESOURCES**

Nursing Licensure Information

- <http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/>

**SAMPLE RESUME**

**NORAH NURSE**

50 Pond Street, Salem, MA 01970 | 978-542-7658 | nnurse@gmail.com

***Licensure Pending, Expected May 20XX***

**CLINICAL ROTATIONS**

*Adult Health/Salem Hospital*

*Pediatrics/Mass General Hospital*

*Mental Health/Boston Medical Center*

*Maternity & Women's Health/Beverly Hospital*

*Critical Care/Melrose-Wakefield Hospital*

*Rehabilitation/Spaulding Rehabilitation Hospital*

*Public Health/Partners Home Care*

**EDUCATION**

Salem State University, Salem, MA

**Bachelor of Science, Nursing**

May 20XX

GPA: 3.5

*Relevant Coursework:* Adult Health, Women's Health, Infant & Child, Mental Health, Critical Care, Rehabilitation, Public Health, Nursing Research, Principles of Pharmacology, Health Assessment in Nursing

*Activities:* Student Nurses Association, Students Educators on Sexual Assault

**RESEARCH**

*Issues of Homelessness in an Urban Environment*

Interviewed health providers, social service agencies, and members of the homeless population within the city of Lynn to access needs of homeless population. Identified strategies to improve outreach and delivery of care within the city of Lynn.

**RELEVANT EXPERIENCE**

BEVERLY HOSPITAL, Beverly, MA

***Certified Nursing Assistant***

20XX – Present

- Under the direction of RN/LPN staff, administer medications according to chart notations.
- Take blood pressure, temperature, monitor pulse, respiration and update patient charts.
- Assist middle-aged and geriatric patients with activities of daily living and maintain documentation.

MARION MANOR, Boston, MA

***Home Health Aide***

20XX – 20XX

- Assisted nursing staff with patient care including bathing, changing and feeding.
- Interacted with patients encouraging individuals to participate in social activities.
- Maintained cleanliness of patient rooms and the general facility.

**ADDITIONAL EXPERIENCE**

RED'S RESTAURANT, Salem, MA

***Waitress***

20XX – 20XX

- Provided efficient service to customers.
- Answered questions and resolved concerns.
- Worked effectively as a member of a team in a very busy, fast paced environment.

**SKILLS/COMMUNITY SERVICE**

***Computers:*** IBM; Excel, Access, Power Point, Microsoft Word, Meditech

***Certifications:*** Certified Nursing Assistant, First Responders, CPR

***Volunteer:*** Salem State University Blood Drive, Walk for Hunger, Walk for HAWC

**SAMPLE COVER LETTER**

**NORAH NURSE**

50 Pond Street, Salem, MA 01970 | 978-542-7658 | nnurse@gmail.com

***Licensure Pending, Expected May 20XX***

Date (i.e. January 1, 20XX)

John Smith  
Salem Hospital – North Shore Medical Center  
57 Highland Ave  
Salem, MA 01970

Dear Mr. Smith:

I am applying for the position of Staff Nurse recently advertised on your web site. As my resume indicates, I am presently employed as a Certified Nursing Assistant at Beverly Hospital. I have completed my Bachelor of Science in Nursing from Salem State University and believe that my skills and experiences make me a qualified candidate for the Staff Nurse position.

Your advertisement specified a need for someone with experience working with geriatrics. For the past five years, my work as a Certified Nursing Assistant has provided me the opportunity to work with middle-aged and geriatric patients. As a result of my work at Beverly Hospital and Marion Manor as a Home Health Aide, I have developed a level of patience needed to succeed in this type of role. My strong organizational and communication skills will be a benefit while working in the Staff Nurse position at Salem Hospital.

I appreciate your time and look forward to talking with you further about the position of Staff Nurse. I welcome the opportunity to further discuss my qualifications and thank you for your consideration.

Sincerely,

Norah Nurse

Enc: Resume

## **SAMPLE COMPANIES**

ARBOUR HEALTH SYSTEM  
BAY COVE HUMAN SERVICES, INC.  
BETH ISRAEL DEACONESS MEDICAL CENTER  
BEVERLY HOSPITAL/ADDISON GILBERT (Members of  
Lahey Health)  
BOSTON CHILDREN'S HOSPITAL  
BOSTON HEALTH CARE FOR THE HOMELESS  
BOSTON MEDICAL CENTER  
BRIGHAM & WOMEN'S HOSPITAL  
CARITAS ST. ELIZABETH'S MEDICAL CENTER  
DANA-FARBER CANCER INSTITUTE  
GENTIVA HEALTH SERVICES  
HARMONY HEALTHCARE INTERNATIONAL  
HARVARD VANGUARD MEDICAL ASSOCIATES

JOSLIN DIABETES CENTER  
KENNEDY-DONOVAN CENTER, INC.  
LAHEY HOSPITAL & MEDICAL CENTER  
MASSACHUSETTS GENERAL HOSPITAL  
MORTON HOSPITAL AND MEDICAL CENTER  
MOUNT AUBURN HOSPITAL  
NEW ENGLAND REHABILITATION HOSPITAL, INC.  
NORTHEAST CLINICAL SERVICES  
NORTH SHORE CHILDREN'S HOSPITAL  
NORTH SHORE MEDICAL CENTER  
SPAULDING REHABILITATION HOSPITAL  
STEWART HEALTH CARE  
TUFTS MEDICAL CENTER