

# COMPUTER FRIENDLY RESUME

**1. Contact Information:** Place details at the top and in the body of the document, not in a header or footer. Boldface type is fine, but stick to plain type and black ink.  
Labeling information - for example, "Home" before the home phone number - assists the software in placing the data in the right field. Include your postal code/zip code with your address.

Jane Smith  
1234 Burrard Street  
Vancouver, BC V5X 8M5  
Home: (604) 222-2222 or Cell: (604) 222-2222  
Email: janesmith@gmail.com

## OBJECTIVE:

To obtain a challenging position as a registered nurse, utilizing my experience and education while allowing for advancement based on performance. Serve as a positive role model, while maintaining a professional demeanor at all times.

## WORK EXPERIENCE:

**Employer:** Department of Public Health  
Vancouver, British Columbia  
03/2003 - Current

**Position:** Licensure/Certification Surveyor

Working as a team surveyor providing licensure and certification for long-term facilities in the province of British Columbia. Duties including observation, interview of personnel and residents, medical record review. Overnight traveling involved.

**Employer:** Baxter Healthcare  
Vancouver, British Columbia  
11/2002 - 03/2003

**Position:** Acute Hemodialysis Nurse  
Employed by Baxter Healthcare at Jac nurse.

**Employer:** BC Department of Health  
Vancouver, British Columbia  
12/2001 - 10/2002

**Position:** RN Supervisor  
Assisted in coordinating a tuberculosis screening and treatment team.

**3. Work Experience:** Include clear start and end dates, with months and years. (Two digit months and four digit years is ideal.) Don't go back further than 10 years, because the computer program will likely suppress the older information.

Focus on your skills. Describe them with different words and don't use acronyms. If you have worked as a Visual Basic Programmer, don't write VB programmer. If you are a Chartered Accountant, don't write CA.

**2. Objective:** This is becoming the replacement for cover letters. Most recruiters don't care about cover letters, and if they are sent with a resume, they will get tossed before the resume information goes into the database.

Be clear, concise and think about how you can describe your skills and previous job titles to improve your success in the keyword search. This is where you write about what you've done and what you want to do. Make it specific. Don't write that you have strong leadership skills. Instead, write about how you managed a team that accomplished a specific task.

## EDUCATION:

**1989** University of British Columbia, Associate of Science Degree in Nursing

**1981** Langara College, Bachelor of Science Degree in Social Work

**4. Education:** Include year of graduation, school name, certificates earned. Courses you have taken can be listed, but they usually won't be captured in the database.

## CERTIFICATIONS:

**Registered Nurse:** BC License expires 12/2007. Certification: ACLS expired 11/2002, BLS expired 3/2004.

## REFERENCES:

Mr. Roger Moore  
Baxter Healthcare  
111 - 888 W. Georgia Street  
Vancouver, BC V6R 3X2  
Phone: (604) 888-8888  
Email: rogermoore@baxter.com

**5. Ad a skill list:** Make a list of all your skills. It doesn't have to be written in full sentences. The computer will scan the list and add it to your database entry, which will vastly improve your chance of meeting a job's criteria. Focus on the skills relevant to the position you are looking for and only choose the ones you like to use.

**6. References:** Provide three references with all their contact details, that you are confident will provide a fair assessment of your professional abilities and personality.