

UMSON – Shady Grove

November 13, 2025

compassion | discovery | excellence | diversity | integrity



Preparing for Interviews/Resumes

Resumes

- Contact information – name, email, and phone
- Summary and objectives are optional, if used make sure they are unit and healthcare specific; these should be no more than two or three sentences
- Education – do not include high school, add graduation date or anticipated graduation date
- Clinical experience, most recent back – school requirements, not paid
 - Facility name, course, no. of hours, dates, unit
 - Define unit, if not inherent – i.e. 5 West, add Neuro IMC
- Work experience, most recent back – include non-healthcare also, but recommend 5-10 years, at most
- Volunteer experience
- Professional Organizations
- Awards/Scholarships – not necessary, but may add
- Other – research, certification (CNA, BLS - can go here or at the top after education), other language fluency



Sample Resume

Nina Nurse

ninanurse@umaryland.edu | (410) 555-1212

SUMMARY/OBJECTIVE

This is optional

EDUCATION

University of Maryland, Baltimore School of Nursing B.S. in Nursing;	Baltimore, MD Expected: May 2026
Montgomery County Community College Nursing pre-requisites	Germantown, MD September 20XX – December 20XX
Towson University B.S. in Biology	Towson, MD September 20XX – December 20XX

CERTIFICATIONS/LICENSE (This can also go after work experience)

Basic Life Support (BLS) Certified, American Heart Association	20XX
Certified Nursing Assistant	20XX

CLINICAL EXPERIENCE

Sheppard Pratt Course Name/Adult Psychiatric Unit (90 hours)	Towson, MD Dates
Capitol Region University of Maryland Medical System Course Name/Labor & Delivery, Postpartum, NICU (90 hours)	Largo, MD Dates
Luminis Health Anne Arundel Medical Center Course Name/Pediatric Emergency Department (80 hours)	Annapolis, MD Dates
University of Maryland Medical Center/University of Maryland Medical System Course Name/Surgical Acute Care Unit (120 hours)	Baltimore, MD Dates
St. Paul's Place Community Health (60 hours)	Waverly, MD Dates
Upper Chesapeake University of Maryland Medical System Foundations in Nursing/Orthopedic Medical-Surgical Unit (45 hours)	Bel Air, MD Dates

WORK EXPERIENCE

Baltimore-Washington Medical Center University of Maryland Medical System Student Nurse/Intermediate Care Unit	Glen Burnie, MD Dates
Sally's Restaurant Server	Baltimore, MD Dates

VOLUNTEER EXPERIENCE

Baltimore Animal and Rescue Care Shelter (BARCS) Dogs Day Out Program	Baltimore, MD Dates
Towson Recreation Council Coach/Field Hockey	Towson, MD Dates

ACKNOWLEDGEMENTS/AWARDS

Dean's List	University of Maryland, Baltimore Dates
Conway Scholar	University of Maryland, Baltimore Dates

Feel Free to add any other additional information here – i.e. fluency in languages, observation days at hospitals etc.



Preparing for Interviews/Cover Letters

Cover Letters

- If providing one, keep them brief, no more than one or two paragraphs
- Facility and unit specific
 - Change for each unit/healthcare facility you apply to
- Check for spelling and grammatical errors
- Have friend, peer, or faculty review
- Greeting – Dear Recruiter or Nurse Manager
- Do not use emojis
- Strong ending statement
- Maintain a professional tone



Sample Communication

From: Mary Smith <mary.smith2026@gmail.com>

Sent: Tuesday, September 9, 2025 8:53:34 PM

To: Jamison, Jane L. <jlj@umm.edu>

Subject: New Grad Residency Questions

Hello good evening,

My name is Mary, and I am currently a nursing student graduating in June 2026. I am very interested in applying to UMMS New Graduate Nurse Residency Program, and I would like to learn more so I can prepare and apply at the right time.

Could you please share details on the following:

- Application timeline: When should nursing students begin applying, and what are the upcoming cohort start dates?
- Eligibility: Do you consider ADN and BSN graduates, and are there requirements about licensure before applying?
- Unit placement: How are applicants matched to specific units – do new graduate nurses have input on their preferred specialty areas, and how does the selection process work?
- Program structure: What does the orientation and preceptorship look like, and how are new graduates supported during the transition into practice?
- Professional development: Are there opportunities for continuing education, specialty certification or advancement within the system after completion of the residency?

I am very eager to learn how I can best prepare for the application process and position myself as a strong candidate for the residency. Any information, brochures, or guidance you can share would be greatly appreciated.

Thank you very much for your time and support. I look forward to hearing from you.

Sincerely,

Mary Smith

Phone- 404-123-4567

Email- mary.smith2026@gmail.com

Graduation Date- June 2026



Interview Tips

Know the facility

- Academic institution or community hospital
- Magnet designated, NRP accreditation
- Know the unit you are interviewing for –Med/Surg, IMC, ICU
- Do your research

Recruiter interview

- Phone only
- Be polite and return phone calls and/or emails ASAP
 - Check text message
 - Activate VM and check VM
- Ask them any questions about salary, differentials, vacation
- They are there to help you and will work for you, but do not be disrespectful
- Ask about dress attire for interview/share time – some managers are okay with scrubs for interview
- If virtual – have camera on, microphone working, and platform ready



Interview Tips

Manager Interview

- Interview may only last 30 minutes, including your questions
- Share time, if offered
 - Make your enthusiasm apparent
 - Managers will ask staff for input –
 - Ask any questions about patients to staff
- Do not ask questions about salary, days off or benefits, this is for the recruiter (new graduate nurses will have to work some nights, weekends and holidays)
- Be aware of your body language
- Ask about their patient population, orientation time and unit support
- Ask about opportunities for process improvement projects etc.
- Managers love to talk about their unit and are proud of them and their staff
- Have your questions prepared
- Send thank you emails

Dress Attire

- Business attire or scrubs, check with recruiter
- No open shoes, large earrings or other large jewelry, nose rings, facial markings, lewd or inappropriate tattoos
- No unnatural hair color; beards and mustaches must be well-groomed
- No artificial nails, no gel polish, no chipped polish