



WORKBOOK TO LAND YOUR FIRST NURSING JOB

Tips for New Nurse Grads

If you're a new grad, entering the job market can feel overwhelming. It can be a challenge to know where to start. That's why we've made this simple workbook to help you land your first nursing job. Complete these items, and you'll be in a much better position to kickstart your career in no time.

Research Hospitals & Careers

1

Make a list of must-have employer benefits

1. _____
2. _____
3. _____
4. _____

2

Brainstorm the people in your network that you can reach out to



First _____
Last _____



First _____
Last _____



First _____
Last _____

3

Create a spreadsheet with the headings below to keep track of job opportunities

Company	Job Title	URL	Benefits	Date Applied	Contact Name	Status



Ensure You Meet the Requirements

Only spend your time applying for jobs where you meet the minimum requirements

4

Update Your Online Presence

5

Update your LinkedIn profile

- ☐ Check your primary email
- ☐ Update your experience

6

Audit Social Media Profiles (check things like images and posts to ensure they are appropriate)

- ☐ Facebook ☐ Twitter
- ☐ Instagram ☐ TikTok

7

Perform a Google search of your first and last name (audit search results to track your digital footprint)



RESUME



- _____
- _____
- _____
- _____
- _____
- _____

Create Tailored Versions of Your Resume

Create a master resume (include any and all experience you have and don't worry about the length)

8

Tailor your resume for specific positions

9

Sort out the Logistics

10

Are you willing to relocate?

- ☐ Yes ☐ No

11

Research your target location(s) Rate them based on various factors using a scale of 1-10 (1=not ideal, 10=most ideal)

Location Name: _____

- ☐ Climate
- ☐ Restaurant Options
- ☐ Recreational Activities
- ☐ Tourist Spots
- ☐ Real estate
- ☐ Transportation Options

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Landing your first nursing job doesn't have to be stressful! Just stay organized and accept that you will have to invest time into finding your first job. Now that you're equipped with a checklist of tasks to get your nursing journey started, why not start today? Get your job hunt started and browse open nurse positions on the Eisenhower Health careers site today.

View Our Available Positions at careers.eisenhowerhealth.org

#LiveWorkPlayProsper

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