



How to Polish Your LNC Resume

You want to put your best foot forward and supply a potential client with a resume. You will need to send an *LNC resume*. What should you know about how to present your credentials?

This is Pat Iyer, presenting *Iyer's Insights*, my once a week podcast that is part of Legal Nurse Podcast.

Are there hidden traps on your curriculum vitae (CV) or LNC resume?

You have accumulated a lot of great professional expertise and experience. Your potential client asks for a copy of your resume or CV. The difference between these two is primarily in the area of focus and length. A CV provides a greater depth of information. A CV has no set number of pages. It can be three pages or longer.

I have looked at thousands of resumes and CVs. The way you present your information is critical.

The attorney will evaluate whether your resume makes it worthwhile having you come in for an interview.

Here are some of the guidelines you should follow when you prepare your document. These also apply if you are an expert witness.

Pay attention to formatting

Design does make a difference in how your information is perceived. Your goal is to simply and clearly provide pertinent details about your background and skills.

Use formatting such as headers, bold, and bullets. Headers organize information into categories. Bold provides contrast and visual appeal. Bullets make it easy to skim the information.

Use standard fonts in a size 12. Don't reduce the font to 10 or lower in order to reduce the number of pages on your resume.

Use serif fonts. They are more effective for formal documents. In contrast, people see sans serif fonts as more informal.

Be careful in selecting the weight of the font. Light fonts convey beauty and femininity. Medium weight fonts are most readable. Bold fonts convey extreme connotations and are difficult to read when there are large blocks of text in bold.

Don't use slanted (italics) fonts for large blocks of text. The words will be difficult to read. Mixed case letters are more readable than all caps. Use no more than 2 fonts in a document.

Keep the margins to standard 1". Allow enough space between elements. They should not be densely clumped together.

Use page numbering at the bottom of the page. Use the insert feature so that as you edit your document, the number remains at the bottom of the page.

Content of Your Resume

1. An attorney needs to know your mailing address (not a PO box), phone numbers (work, home and cell) and email address. If you cannot accept calls during work time, it is sufficient to list your cell and home numbers.

2. Have a professional email address. It is fast and easy to set up a free account with gmail.com. Attorneys do not want to see an address like Petesmom@hotmail.com. The very best email address is one that includes your website, such as GailHolland@HollandLNC.com.

3. It is not necessary to include zip codes for the cities where you worked. They offer no value.

4. Stress aspects of your background that show you are a team player and have clinical expertise. Avoid including personal information, hobbies, or community activities.

5. Describe your current job with bullet points phrased in the present tense. These might include terms like “assesses, coordinates or assists”. Describe the main activities of previous jobs in the past tense: “assessed, coordinated, assisted.”

6. Consider the importance of being published in clinical journals. Published articles add to your credibility and open doors for other opportunities.

7. List your board certifications, publications, and memberships in professional associations.



Before we continue, listen up. Are you taking full advantage of one of the most potent social media sites? LinkedIn is one of the keyways to connect with attorneys.

LNCs usually have a limited marketing budget. Many are inexperienced in reaching out to potential clients and do not know how to showcase their special skills.

Without effective networking, they risk being left behind as their competition moves forward. They may fail to establish a presence in the marketplace. Is this you?

This one-hour online training will teach you how to create a powerful professional profile on LinkedIn. You will learn how to best present yourself to the business community, identify worthwhile marketing leads, and reach individuals who would benefit from your skills. You will learn the dos and don'ts of joining in on

discussions and posting news events, and how to establish yourself as a valuable resource.

Get instant access to this training at the show notes for podcast.legalnursebusiness.com. Use the code listened in the coupon box at check out to receive a 25% immediate discount. Now we return to the show.

This is what you should NOT put into your document

1. Don't include a career objective, such as "Find a job in a progressive labor and delivery unit." That would be appropriate if you were applying for a job in a hospital, but it's not appropriate if you are looking for work as an LNC.
2. Don't include your birth date, marriage date, names and ages of your children, hobbies, political and religious affiliations and extra-curricular activities. It's never possible to anticipate how somebody is going to react to those. In this era of identity theft, protect your private details. For the same reason, do not list your social security number or nursing license number.
3. Don't stuff your document with courses you have taken (but not presented) – in other words, everything that you have ever done.
4. Do not include your nursing license number. In today's era of identity theft, why add this information? It serves no purpose to provide the number.
5. Don't misrepresent your credentials. You've probably read stories about people who have been caught in lies. If you lie about your skills or your background, you'll get caught.
6. Don't fail to include your contact information – phone number, address, and email. It sounds silly, but I have seen documents without this information and had no way to hand a case to an LNC. Don't lose out.
7. An embarrassing typo or dates out of sequence could cost you the job offer. Legal nurse consulting is detailed work that requires the ability to proofread.

More tips for a well-designed resume

Your well-designed resume may be just the factor that gets an attorney to give you a chance. Here are tips for polishing your resume.

Describe your past job experience in past tense and current job in present tense

Start with your most current education, job or business, publications, if you have them, and then work backwards.

Spell out abbreviations

Remember that most attorneys are not familiar with medical terms, abbreviations and other aspects of medical language. Don't use nurse speak – when we drop off words in a sentence and write like we are charting on a medical record. A well-designed resume has full sentences so that the reader doesn't have to fill in information.

Use parallelism, which refers to selecting consistent forms of a word

For example, you might write that your job involved, “identifying patients who needed assessment, creating plans of care, and providing nursing care”. Use the same form of that verb throughout that sentence. That's a good point to remember also when you're writing reports.

Logically name your file when you save it

Don't name it as “My CV 2019”. Name it with your name, your first name, your last name and then CV (PatriciaIyerCV). Keep in mind if you're emailing your CV or resume to an individual, the recipient will want to save your file with a name that makes sense.

Look at your document to make sure that it's complete

Make sure that you've completely included your contact information – name, address, phone number and email address. Double check all details to make sure they are correct.

Don't include details that you've gone to a program for legal nurse consulting training if you are an expert witness, because that looks like you're a hired gun and being an expert witness is your full-time occupation.

You wouldn't see a physician put on his CV or her CV that this person is doing expert work or went to a program to learn how to do expert work. It would be unusual to find that. However, if you are presenting yourself as a behind-the-scenes consultant, you might want to stress your legal nurse consulting education.

Don't list the fact that you are an expert witness on your CV

Don't list the names of the cases that you've worked on. Don't list the names of the attorneys that you have worked for. This makes it very easy for the opposing counsel to contact those individuals and ask for copies of reports that you've written on those cases. They may indeed want that information but make them work for it; don't give them a path so that they can find it.

Don't lie

If you lie about your skills or your background, you're not going to be able to demonstrate them when you're working with attorneys. I know of a nursing expert witness who said she was "affiliated" with several nursing associations. Turned out she was not a member of any of them. That was awkward when it came out at trial.

Carefully proofread your document

Errors on your resume can be very embarrassing – I've seen several resumes with errors in dates or spelling. Ask someone else to also proofread it. Carefully check the dates. Are they accurate? Do your dates overlap, showing you worked in more than one place at a time? You may have, but be sure the details are accurate.

Legal nurse consultants must be detail-oriented to succeed in our field. Prove you have the skills when you put together your well-designed resume.

Review your resume or CV at least twice a year to keep it current and ready to produce in a moment.

Get tips and tricks for using LinkedIn more effectively by purchasing our LinkedIn online training at the show notes of podcast.legalnursebusiness.com. You will be polishing your profile and connecting with more people today.

Check out the webinars, teleseminars, courses and books at legalnursebusiness.com. Expand your LNC skills with our resources.

Explore coaching with Pat Iyer at LNCAcademy.com to get more clients, make more money and avoid expensive mistakes.

Invest in the monthly webinars at LNCEU.com for 2 webinars each month designed to deepen your knowledge and skills.