April 2nd – SNA Meeting
Officer’s Meeting: 1700-1730
General Meeting: 1730-1830
**Board Members in attendance:** Vice President Atalie Brumfield, Historian Amy Grothe, Secretary Tess Ledvina, and Dennis Khan Member at Large

**Topics of Discussion:**

1) **Relay for Life:** Is a national event put on by the American Cancer Society to raise money to help cure cancer. NAU will be the host on April 21st 6pm to April 22nd 6am at the NAU dome. If you are interested in joining our group please go to: [www.relayforlife.com](http://www.relayforlife.com), search “Northern Arizona University”, on the right side of the page click “Relay Teams”, and then find NAU Student Nurse’s Association. It’s only $10 to join. Invite your friends, family, coworkers, and acquaintances to help conquer cancer! PLEASE SIGN UP THIS WEEK!! If we raise $2,000 Dennis will dye his hair purple!!

2) **Luminaries:** are for sale for $5. Dedicate one to someone you know who is effected by cancer or in honor to someone. All decorated luminaries will be displayed during the Relay for Life Event.

3) **Pinning Ceremony:** In honor of all graduating nursing students, NAU SON holds a special pinning ceremony where all graduates receive a pin in recognition of their achievements. It will be help on May 10th, 2-4pm at the Radisson Inn. As of now we have enough volunteers, but if you are interested in being a part of this event please email Laura Crouch at Laura.Crouch@nau.edu.

4) **Project C.U.R.E:** We are trying to fill 10 boxes to help children and communities, but we need your help!! We still need dressing tape, bug bite/burn lotion, sunscreen, lice shampoo, tweezers, and blunt scissors. All of these items can be purchased rather cheaply at a dollar store. No time to pick something up? No problem! We accept money donations too (even a $1 can go a long way).

5) **50th Anniversary!:** This summer marks the 50th anniversary of NAU’s School of Nursing! Congratulations!! To celebrate this occasion, NAU will be holding festivities on campus on July 20-21st (but we also need volunteers in May to help get the ball rolling). If you are planning on being in Flagstaff this summer and/or wish to be a part of this historic event, please email Jamie.Weber@nau.edu.

6) **SNA officers:** Candidates have submitted their requests to Laura Crouch and the final ballot has been sent out! Please take a few minutes to vote for our next SNA officers!

7) **Guest Speaker:** Ro Haddon gave an excellent presentation on how to format a nursing resume, construct a cover letter, and prepare for an interview. Key points on her presentation as follows:
   - You’re “Branding” yourself – make your resume/cover letter/interview unique and special so they (the potential employers) remember you
   - Your resume is your advertisement
   - Resume format: - use white or parchment colored, heavy paper, water marked is best
     - Use black ink, no smaller than a 12-point font, and Arial or Times New Roman font
     - At the top center of the paper place your name, address, phone number, and email address
     - First heading= “objective”; about one sentence, most important part! Use hospital’s/facility’s/etc. mission, values, and vision key words
     - Second heading= “education”; list all college’s you have attended with the most recent (aka NAU) first; state what
the focus of your program was (NAU=rural health); include the facility where you did your capstone; include your EB poster presentation; state GPA

- Third heading= “employment”; state most recent first; only need to include the years; list your title, the name of the facility, state responsibilities and what you accomplished (outcomes)

- Fourth heading= “community service”; list any volunteer experience, especially any health care related ones; state the dates, the organization, your responsibilities, and what position you held (i.e. elected official, appointed official)

- Fifth heading= “awards and recognitions”; any scholarships, awards, honors, etc.

- Sixth heading= “skills”; include computer skills (i.e. word, PowerPoint, excel, Cerner), CPR, CNA, etc

- Can be 2 pages

- On separate page list references, at least three: one from school, one from work, and one from someone who knows you well but is not related (can be a teacher, preceptor, etc.)

- Cover Letter:
  - Should be 1 page with 3 paragraphs
  - First paragraph: Why you want to work at that hospital; use their mission, vision, and values
  - Second paragraph: Why they want to hire you; list skills, experience, what you’re interested in, what you’re committed to, what you were dedicated to as a student, etc.
  - Third paragraph: Assume you already got the job; say when you will follow up, say you are excited for the interview, etc.

- Interview:
  - Prepare! Have answers ready; integrate their mission, values, and visions into your answers
  - Arrive 30 minutes before interview and observe the environment; find something positive to use as an icebreaker at the interview
  - Bring a portfolio with you; in the front pocket place information about the hospital, on a pad of paper have your questions written down
  - If offered a drink, say yes! It will give you an excuse to take a break and think of an answer
  - Dress for success! Look at pictures of hospital staff and determine what the dress code/expectations are
  - Most interview questions are situational; will always ask about your strengths and weaknesses (turn your weaknesses into positives!)
  - Have questions ready to ask them. Examples: 1) What opportunities are there for you long term i.e. education, management; 2) Tell me what you like the most and the least about your hospital, 3) Can you tell me about salaries and benefit packages, 4) Tell me about your orientation period/new grad program/first day, 5) When can I expect to hear from you/ What is the next step?
8) **Next Meeting**: Next meeting will be Monday, April 30\textsuperscript{th} at 5:30pm in room 124 of the nursing building. Looking forward to seeing you there!

For questions, comments, concerns, or suggestions you can email us at snaatnau@gmail.com. Also check us out on facebook at [http://www2.nau.edu/~nurse-p/students/sna/index.php](http://www2.nau.edu/~nurse-p/students/sna/index.php)