

Getting Started with your Career Binder

Congratulations on your decision to manage your own career. Your coursework at the School of Nursing and your clinical experiences will prepare you well for many rewarding years as a nurse. This binder will help you clarify your career goals and also stay organized throughout your job search and transition to nursing.

We encourage you to customize your binder to fit your unique career goals. For example, you might add a section on **International Opportunities** or **Graduate Programs**. If you plan to stay in the area, you may remove Section 15 – **Where I want to live** and replace it with another section.

So, let's get started:

- Purchase a 2-inch binder and place all contents in each section as noted in the lower left corner of each page. You may also want to purchase some business card sheets as well.
- Review each section and complete any as appropriate.
- Visit the SON Career Resource Center web site and click on the career binder icon (http://www.son.jhmi.edu/student_resources/career/binder). You'll be able to print additional copies of each section.
- You'll notice that you have seven copies of the **Clinical Rotations** section: one for each of your clinicals. This may be the most important part of your binder because it will encourage you to reflect on what you learned not only about each specialty but also about your career values, interests, and preferences. This information will be very important as you explore opportunities and make decisions about what position will be a best fit for you.
- **Description of the job you are seeking** is an invaluable section and one that you should refer to often. Use this section not so much to write your dream job (it might not exist) but to clarify what you are looking for in a position. As you gain experience through your coursework, professional organizations, and clinical rotations, you'll begin to become clearer about what would be most satisfying to you. Think of this document as a benchmark.
- Some sections (i.e., **Professional associations/Memberships, General career information/Resources**) will include information that you gather from the web and other sources about specialties, meetings, conferences, etc).
- The **Work samples** section can include care plans, papers and any other examples of your work as a JHUSON nursing student. You'll have them handy to bring along with you to interviews.

Once you have created your binder, please use it regularly. Keep all your career information here, then you won't constantly be looking for slips of paper, business cards, or other materials related to your job search.

This tool has been created for you—to help you become a successful nurse and career manager. We'd love to hear your comments about its usefulness as well as suggestions for improving it.

All the best to you as you begin the exciting transition from student to nurse!