

## **WCU Nursing Application Instructions – Fall 2017**

*Accelerated Bachelor of Science in Nursing (ABS N) Program*

**Step 1:** Mail completed application packet and all attachments to:

*WCU School of Nursing  
Office of Student Services  
28 Schenck Parkway  
Suite 300  
Asheville, NC 28803*

**Step 2:** Send an E-mail to WCU Student Services at [wcunursing@wcu.edu](mailto:wcunursing@wcu.edu) stating that you have mailed your application packet.

*Email Format:*

*Subject: Last, First ABS N Application Confirmation*

*Body of Email: Include your First and Last Name and WHEN you mailed your packet*

**Applications must be hand-delivered or post-marked no later than February 1st, 2017.**

## GENERAL INFORMATION FOR ALL ABSN PROGRAM APPLICANTS

### To the applicant:

WCU nursing faculty and staff welcome your application for admission to the ABSN option for second degree students. This application is for those students who already hold a baccalaureate degree or higher and seek the Bachelor of Science in Nursing in the Accelerated BSN scheduling option. Additional details regarding cost of attendance, financial assistance and the program curriculum can be found at [absn.wcu.edu](http://absn.wcu.edu). **Persons who are applying to the Traditional Pre-Licensure BSN Program track must complete the application packet for admission to the Traditional Pre-licensure BSN Program which can be found at: [bsn.wcu.edu](http://bsn.wcu.edu). This application packet is for Fall 2017 admission to the ABSN Program ONLY. If also applying to the Traditional Pre-Licensure BSN Program, you must submit a separate application by the deadline posted.**

### **This application packet contains:**

- 1. General information and instructions**
- 2. Example of Correct Application Packet Submission**
- 3. Application for admission**
- 4. Application checklist**
- 5. Signature Page**

If you have questions about the application packet or the admissions process, please contact the Office of Student Services at [wacunursing@wcu.edu](mailto:wacunursing@wcu.edu). Thank you for your careful attention to this information.

### **1. Program location.**

- a. The ABSN option is currently offered on the WCU Biltmore Park-Asheville site at 28 Schenck Parkway, Suite 309, Asheville, NC. Clinical experiences are in Buncombe and surrounding counties in an approximate radius of 100 miles. Students in the nursing program must have access to reliable personal transportation.

### **2. The successful applicant must meet the following requirements, which will be discussed in greater detail below:**

- a. **Graduate of an accredited college or university** with a Bachelor's degree or higher. Most Bachelor's degrees from regionally accredited institutions can waive the Liberal Studies requirement as long as the work listed on the transcript meets at least 6 of the 12 required liberal studies categories required by WCU.
- b. **Admission to WCU** as a degree-seeking student with post-baccalaureate status.
- c. Students must apply to WCU by completing the online application form available on the [Office of Admissions webpage](#) and having official transcripts from **all** institutions attended sent to the WCU Office of Admissions.
- d. **Cumulative GPA** of 3.0 or higher for all undergraduate course work. Graduate course work GPA is not considered for admission decisions to the ABSN option.
- e. TEAS exam completed – ATI TEAS
- f. Science Prerequisites: 3 of the 5 required (completed with grades of "C" or better)
- g. Completed Nursing Program Application post-marked **February 1, 2017** or delivered in person to the BP Instructional Site, Suite 300, by 5:00 PM, **February 1, 2017** including official transcripts of all previously completed coursework outside of WCU.

### **3. Admission into WCU:**

- a. Students transferring from another college or university must complete the WCU admissions form available online at [WCU Undergraduate Admissions](#) prior to submitting the ABSN application and before sending transcripts to the WCU Admissions Office.

- b. It is essential that transcripts showing work completed through the summer be sent to the WCU Admissions Office before the start of Fall classes. Transfer applicants are advised to obtain sealed official transcripts and either hand-deliver or mail an official, unopened copy in a larger envelope to the Admissions Office in Cullowhee. **A second unofficial copy of each transcript must be enclosed with the Nursing Program application. It is the responsibility of the applicant to ensure that transcripts have been received by the WCU Office of Admissions and the School of Nursing, BP Instructional Site.**
- c. **Current WCU students** must include transcripts from all previously attended post-secondary institutions as well as a current WCU transcript in the ABSN application packet. A WCU transcript printed from MyCat will be sufficient for the ABSN application.

**4. Criteria used for admissions decisions.**

- a. Admission to the Nursing Major, including the ABSN option, is highly competitive. The ABSN option is designed for highly motivated, high-achieving, second degree students who can meet the demands of an academic program in a contiguous scheduling format. Priority will be given to the best qualified students to fill the limited number of seats in each class. Students will be selected for admission based on a calculated admission score which is used to rank applicants.
- b. **Personal letters of recommendation are not required, and will not affect the admissions decision; do not include them.**
- c. **Cumulative GPA - 50%**
  - i. A minimum cumulative undergraduate GPA of 3.0 on a 4.0 scale is required for application to the ABSN option. The GPA is calculated based on the entire undergraduate record (as reported to the WCU admissions office by all nationally accredited undergraduate colleges/universities the applicant has attended). Graduate course work is not considered as part of the cumulative GPA.
- d. **Test of Essential Academic Skills (ATI TEAS) - 25%**
  - i. As of 8/31/2016, the TEAS test changed names from TEAS V to ATI TEAS. Please take the ATI TEAS test.
  - ii. The composite score for exams will be used for calculating this component of the admission score.
  - iii. Applicants must take ATI TEAS. A minimum TEAS score has not been established. Instructions for registering for the TEAS are available on the [TEAS Registration and Guidelines website](#). A study guide is available for purchase through the WCU Bookstore and the ATI Testing website.
  - iv. ATI TEAS may be taken only one time during an application cycle. An application cycle begins the day after the deadline for the previous cycle and ends with the deadline for the current application cycle.
  - v. ATI administers two versions of ATI TEAS, referred to as "Schedule A" and "Schedule B". If you choose to repeat the ATI TEAS you may not take the version you previously completed (If you previously took Schedule A, you will now need to take Schedule B). For applicants repeating the exam, advise the testing service center that you are repeating to ensure that you are given a different version than was previously taken.
- e. **Résumé/Cover Letter Score: 10%**
  - i. Members of the ABSN Admissions committee will assess students' résumé and cover letter for evidence of academic, work, and service experiences that will enhance the potential for success in the ABSN track and contribution in the profession. Assessment factors that are evaluated from the résumé /cover letter include, but are not limited to the following:
    - 1. Statement of purpose included in cover letter

2. Undergraduate and graduate degrees earned and colleges attended
3. Work experiences during and after college
4. Service activities during and after college
5. Understanding of the role of a professional registered nurse in a hospital setting

**f. Interview: 15%**

- i. The top applicants (ranked based on admission criteria above) will be invited to proceed to the interview process. Students who are invited to progress to the interview stage of the admission process will be interviewed the week of March 20<sup>th</sup> – 24<sup>th</sup>, 2017. Please keep these dates open for interviews. Students who are not selected for an interview will also be notified of this status by email.
- ii. Students selected for an interview will meet with members of the ABSN Admission Committee. The interview is designed to allow committee members to assess the applicant's communication skills, maturity, motivation, preparedness for rigor of the academic program and interest in helping the nursing profession improve quality of health care for all people.

**5. Before starting the nursing program in the Fall 2017.**

- a. If the following prerequisites are not complete by the application deadline, the applicant must submit a specific plan for completion on the application (see page 6).
  - i. **Science courses** (CHEM 132, 139 or 140; CHEM 133; BIOL 291; BIOL 292; ENVH 260 and ENVH 261 lab – formerly HSCC 260) or approved equivalents with grades of C (2.0) or better. For approved transfer equivalencies, please visit the [Credits Earned Elsewhere](#) website.
  - ii. **Other Prerequisites:** PSY 150, ND 338, NSG 346, or approved equivalents with grades of C (2.0) or better. NSG 101 with a grade of B (3.0) or better.

**6. The Admissions Process.**

- a. Completed applications received by the deadline will be awarded a preliminary score based on the applicant's GPA, TEAS score, résumé and cover letter.
- b. **Notification of Interview**
  - i. Students will be notified by approximately March 6th whether they have or have not been selected for an interview.
  - ii. Interviews will be conducted the week of March 20<sup>th</sup>-24<sup>th</sup>, 2017
  - iii. Interviewed applicants will be notified of their admission decision status by approximately April 17<sup>th</sup>, 2017.
- c. **Accepted Students**
  - i. Interviewed applicants will be notified of their admission decision status by approximately April 17<sup>th</sup>, 2017. Accepted students and those on the waiting list will receive a notification letter and an Intent Form which must be returned by the specified deadline, or they will be removed from consideration.
  - ii. When an applicant is accepted, he or she will be assigned a nursing faculty advisor. For courses taken at any institution other than WCU, transcripts showing grades during Spring and/or Summer sessions must be sent to the WCU Office of Admissions promptly. Accepted students will receive a Welcome Packet that includes additional information and admission requirements to prepare students for entry into the ABSN Program. Additional documentation required of accepted students include adult/infant CPR certification for healthcare providers, professional liability insurance, criminal background check, drug screening analysis, and evidence of physical and mental health that enables the student to

participate in and complete the program. Students who fail to meet the additional requirements will forfeit their seat in the program.

- iii. Accepted students who fail to complete prerequisites (with a grade of C or better) or any additional admission requirements prior to the first day of ABSN classes will NOT be allowed to enter the ABSN Program and will lose their place in the class. Submission of transcripts verifying completion of prerequisites will be required prior to the first day of the Fall 2017 semester.

**d. Wait-Listed Students**

- i. If persons accepted decline their place in the class, the admissions committee may select from the top of the waiting list to fill any seats that have become available. If an applicant is given a position on the waiting list but does not acquire a seat, a new application must be submitted for the next admission cycle if that person wishes to be considered as a candidate.
- ii. Wait-listed students will also receive a Welcome Packet that includes additional information and admission requirements to prepare students for entry into the ABSN Program should a seat become available. Additional documentation required of wait-listed students include adult/infant CPR certification for healthcare providers, professional liability insurance, criminal background check, drug screening analysis, and evidence of physical and mental health that enables the student to participate in and complete the program. Students who fail to meet the additional requirements will forfeit their position on the wait-list.

**e. Students Not Accepted**

- i. Students who are not accepted may reapply to a future application cycle. Students who elect to reapply must submit a new, complete application to the School of Nursing by the appropriate application deadline. Students may also contact the Advising Center to discuss alternative degree options.

**7. Important Considerations for Applicants.**

**a. From the PRELICENSURE STUDENT NURSING HANDBOOK.**

- i. To review the Handbook, click on [School of Nursing Forms & Guides link](#).
- ii. An undergraduate nursing major must pass with a grade of C (2.00) or better all required courses in sequence (as indicated in curriculum plans), and demonstrate professional and safe nursing practice. Students who fail to meet these retention standards will be dismissed from the upper-division nursing major.
- iii. Course syllabi provide detailed information regarding calculation of exam score averages and final course grades.

**b. Criminal Background Check and Drug Screening**

- i. In compliance with the requirements of agencies utilized for clinical learning experiences, all accepted students must complete an approved criminal background check and an approved drug screen analysis.
- ii. In addition to the School of Nursing's requirement for approved criminal background checks and drug screen analysis, clinical agencies reserve the right to require their own approved background checks and screenings. The student is responsible for the cost of all criminal background checks and drug screening analysis.
- iii. If a clinical agency declines to accept a student based on the result of a criminal background check or drug screening analysis, the student will not be eligible to complete the associated clinical course and will not progress in the program.

- iv. Detailed instructions on how to complete the criminal background check and drug screen analysis, as well as the deadlines for completion, will be included in the Welcome Packet and must be completed by the deadline stated therein.
- c. **Licensure**
- i. Applicants should also be aware that the North Carolina Board of Nursing requires an additional criminal background check prior to licensure. The statement may be found at [www.ncbon.org](http://www.ncbon.org) (Select Licensure Information, then Initial Licensure, then Licensure by Exam, scroll to Licensure Applicants with Prior Convictions and/or Disciplinary Action). Further details are embedded in the NC Nursing Practice Act, pp. 11-13, available on the web site given above. Students who might be affected by this policy should consult closely with their academic advisors in the School of Nursing as to whether they and the School should commit time and resources required for degree completion if RN licensure is questionable.
  - ii. Students who plan to apply for initial licensure in a state other than NC should explore the requirements of that state's Board of Nursing (see [www.ncsbn.org](http://www.ncsbn.org) for addresses and web sites).

**As noted in the WCU catalog, the School of Nursing reserves the right to modify this information.**

**Applicants are personally responsible for ascertaining that their academic records and application packet are complete and correct. Advisors will not review the application packet prior to submission to confirm accuracy and/or completion.**

**The School of Nursing will not discriminate on the basis of race, national origin, religion, creed, sex, age, or disability in either the selection of students for participation in the educational program, or as to any aspects of the clinical training, provided, however, that with respect to disability, the disability must not be such as would with reasonable accommodation in and of itself preclude the student's effective participation in the educational program and clinical training.**

## Application Instructions

### 1. **Complete and assemble the following items in ONE LARGE MANILA ENVELOPE IN THE FOLLOWING ORDER:**

1. Application for admission
2. Prerequisite Completion Plan
3. Reviewed Verification Checklist
4. Signature Page
5. Résumé
6. Cover Letter
7. Unofficial WCU transcript (if applicable)  
+ Unofficial transcripts from any post-secondary schools attended, including one showing degree conferred
8. ATI TEAS score report (ONLY PAGE ONE)

### 2. **E-mail WCU SoN Student Services at [wcnursing@wcu.edu](mailto:wcnursing@wcu.edu) to confirm receipt of your application packet. Email Format:**

- *Subject: Last, First ABSN Application Confirmation*
- *Body of Email: Include your First and Last Name and WHEN you mailed your packet*

### 2. **FORMATTING REQUIREMENTS**

- You must submit your application in the above order using the following formatting requirements.
  - i. Submit in a manila file folder titled **last name, first name, ABSN Fall 2017**.
  - ii. Submit the manila file folder of your materials in a larger mailing envelope
  - iii. Do not fold, crease or staple anything together
  - iv. No handwritten applications will be accepted. Only electronic applications accepted.
    1. See the attached instructions on how to fill out the application.
  - v. Specialty paper, sheet protectors, dividers, etc. are **NOT ALLOWED**
  - vi. Do not Include the instructional pages.
- Applications may be submitted in person or by mail. If mailed, the packet must be post-marked **no later than February 1, 2017** and mailed to:  
*WCU School of Nursing  
Office of Student Services  
28 Schenck Parkway  
Suite 300  
Asheville, NC 28803*

## Additional Directions for applicants NOT currently enrolled at WCU

### 1. APPLY TO WCU

- a. Apply/reapply to WCU, listing Pre-Nursing as your intended major. Contact the Office of Admissions, Western Carolina University, Cullowhee, NC 28723, phone 1-828-227-7317. Admission to WCU is NOT admission to the nursing major. You may not apply to the nursing major until you have made official application to WCU.

### 2. OFFICIAL TRANSCRIPTS TO WCU ADMISSIONS

- a. Request a copy of your official transcript from every post-secondary institution attended be sent to the WCU office of admissions. Include an additional un-official transcript from every institution attended in the ABSN Pre-licensure application packet. Do not request that transcripts be sent directly to the School of Nursing.

### 3. ATI TEAS

- a. The score report must be included in the ABSN Pre-licensure application packet. If the TEAS exam was not taken on the WCU campus, applicants must ensure that their scores have been released to WCU.

### 4. WCU ADMISSIONS REQUIREMENTS

- a. Complete the following WCU admission requirements and track progress towards completion through your Catamount Gateway at [gateway.wcu.edu](http://gateway.wcu.edu)
- b. Submission of complete immunization records to Health Services.
  - i. You will **not** be notified regarding incomplete shot records.
- c. Questions, to request a waiver, or follow-up: Call Health Services at 828-227-7640.
- d. Pay your tuition deposit.
  - i. Questions or follow-up: Call Student Accounts at 828-227-7324.

### 5. CATWALK

- a. You will receive hard copy notification about our online pre-registration program **CatWalk**. Complete all steps in CatWalk available in late April for summer term start:
  - i. Select "**Accelerated ABSN**" as your major.
  - ii. Provide your primary phone number.
  - iii. In the box on the "Tell Us About You" page:
  - iv. Indicate if you will also be applying for the traditional BSN program.
  - v. Indicate each course prefix/number and term you want to take each course. (e.g. NSG 101 – Summer 2017, NSG 346 – Summer 2017, ND 338 – Summer 2017)

### 6. ORIENTATION

- a. Register for any New Transfer Student Orientation session.
  - Registering for Orientation is required to complete the pre-registration process.
  - If you will be applying only for the ABSN program, do not submit payment for your session.
  - The initial advisor who is assigned to you (after you complete CatWalk) will contact the Orientation Office to waive your attendance and cancel your session registration.
  - If you will be applying for the traditional BSN program in addition to the ABSN, your attendance at a Transfer Orientation session is required and you should submit payment.

7. Questions or issues regarding CatWalk: Call the Advising Center at 828-227- 7753.

### 8. REGISTRATION

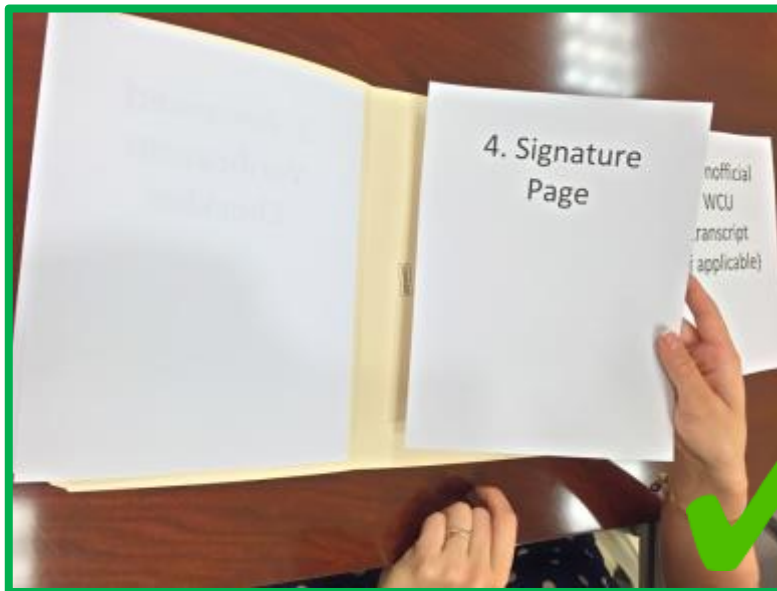
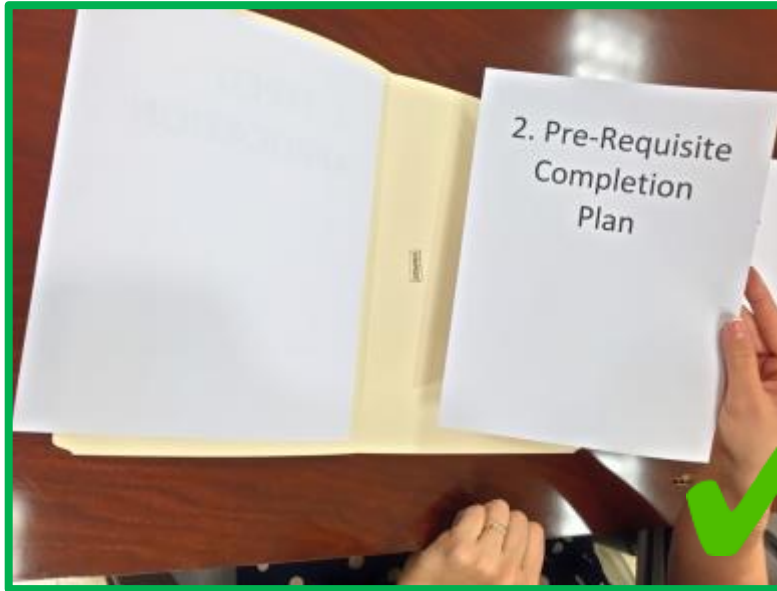
- a. After ALL WCU admission requirements are met AND you've been cleared in the system to register:
- b. You will be contacted by WCU School of Nursing of Student Services.
- c. You will receive necessary course overrides and an alt PIN to complete your registration.

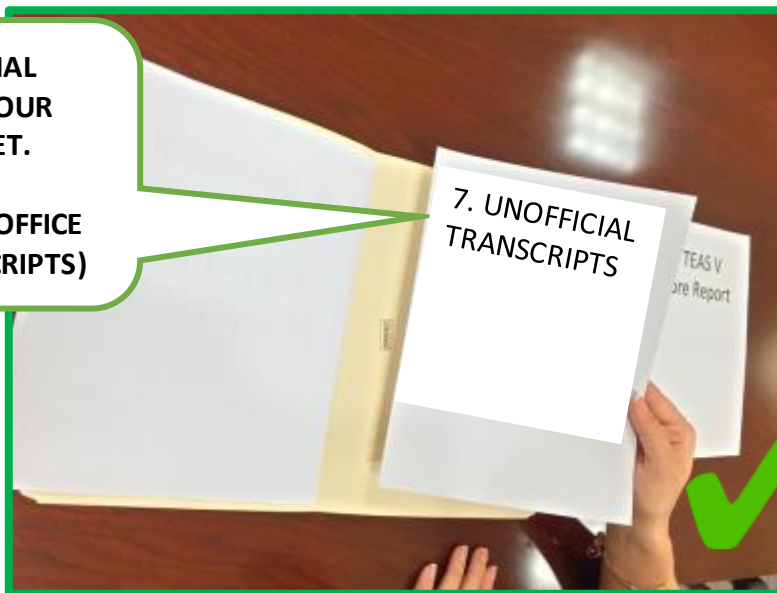
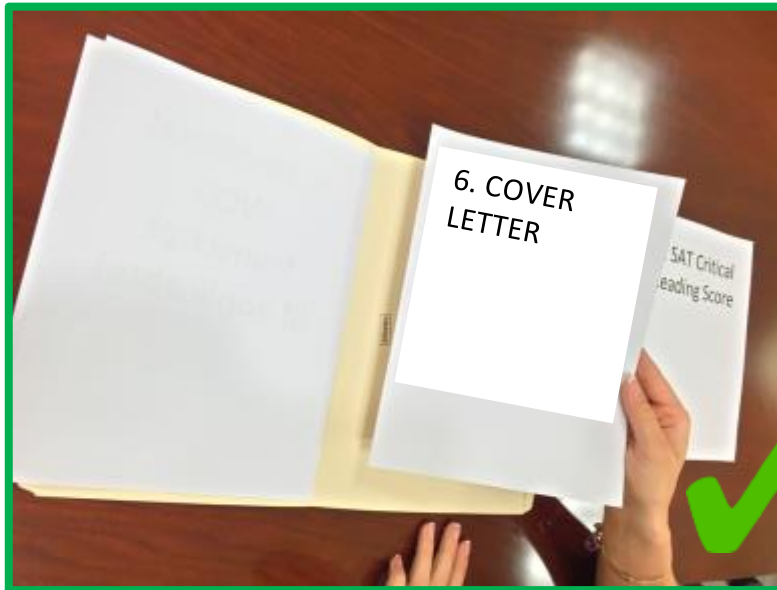


**EXAMPLE OF CORRECT AND INCORRECT APPLICATION SUBMISSION**

**CORRECT**



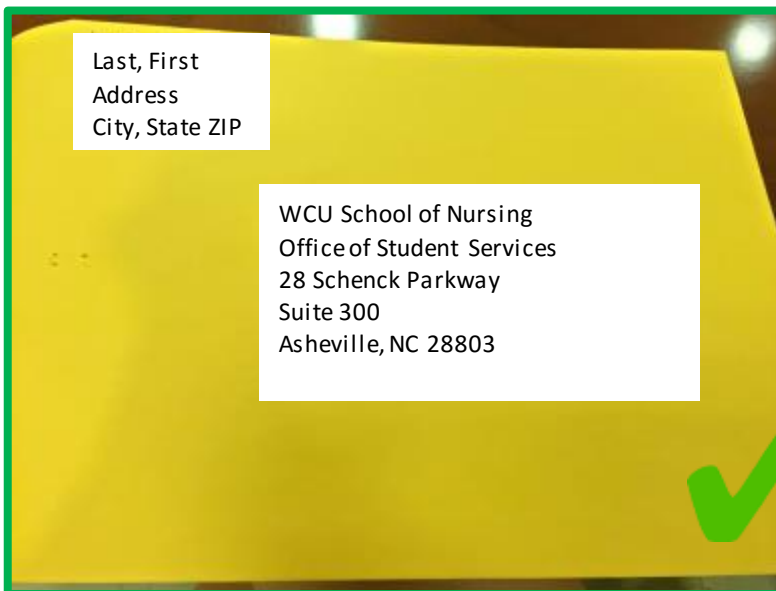
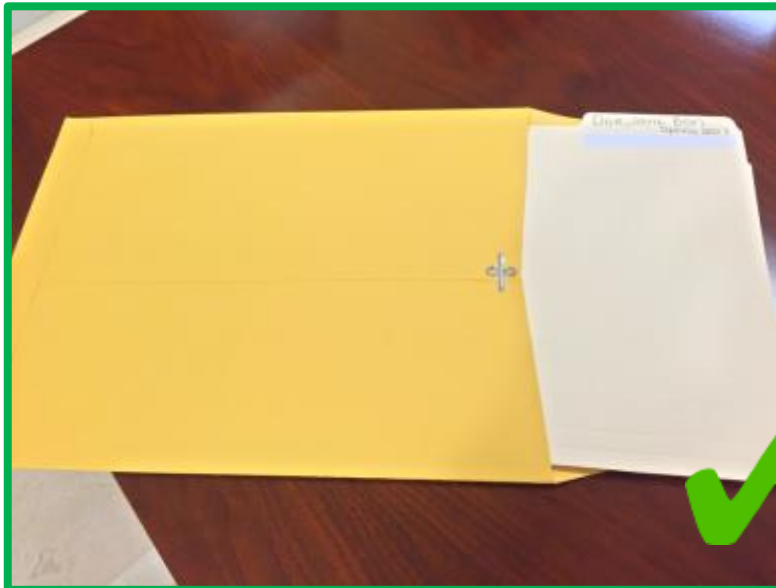
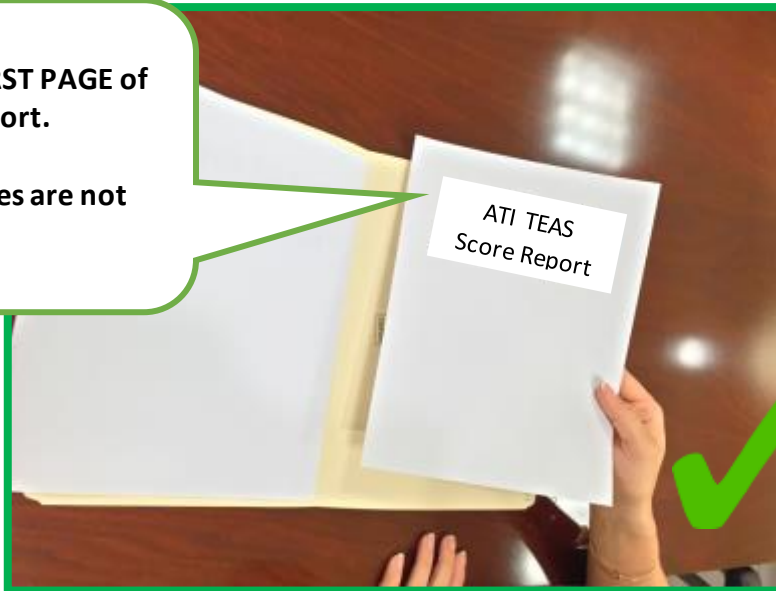




**DO NOT SEND OFFICIAL TRANSCRIPTS WITH YOUR APPLICATION PACKET.  
(ONLY THE ADMISSION OFFICE NEEDS OFFICIAL TRANSCRIPTS)**

Include **ONLY** the **FIRST PAGE** of the TEAS Report.

The additional pages are not needed.



## INCORRECT



### Please do not include the following items:

- Specialty paper, sheet protectors, dividers, etc.
- Sticky notes, pictures, scented pages, or unnecessary documents
- Letters of reference or any additional awards or certifications
- Handwritten applications are
- Do not include ANY OF THESE INSTRUCTION PAGES.
- Do not include pictures or non-standard font or design on your cover letter or resume.

### How to fill out the application electronically.

1. Download the ABSN Application Packet and save to your computer
  - a. Do NOT view in Browser; filling out the form in the Browser does not save any data filled into the form.
2. Open up the PDF in Adobe Reader
  - a. For information regarding Adobe, see this website. <https://get.adobe.com/reader/>
3. Fill out form and save form to your computer.
4. Proceed with application instructions.
5. For assistance with filling out PDF forms, see this website: [PDF Form Help](#)

# RESUME WRITING

A resume is a personalized marketing tool that showcases your education, experiences, skills, and accomplishments. Your resume should be customized to your skills, to experiences, and to each job application you submit. Effectively marketing yourself on a resume is the first step to getting an interview. Make sure you:

- Use proper spelling and grammar
- Keep your resume consistent
- Write in a clear and concise manner
- Have it reviewed and proofread by a Career Counselor or a Peer Career Mentor
- Customize each resume to the specific position/employer

## Starting a resume draft

1. **Start with a blank word document.** Templates are easy to spot by employers and hard for you to edit. We suggest starting with a blank document and building your resume from there.
2. **Choose a resume format:** Chronological, Functional (Skills Based), or Hybrid.
3. **Create a heading:** Include your name, phone number, mailing address, and professional e-mail (if in doubt, use your Catamount e-mail).
4. **Include the essential resume sections:** education, experiences, and skills.
5. **Include optional resume sections:** objective, relevant coursework, honors and awards, volunteer activities, professional organization memberships, leadership, or study-abroad experiences.
6. **For each experience,** list the name of the organization/school, position title, the location of the organization/school, and the dates of the experience.
7. **Create a minimum of three** bulleted resume statements that detail your role, responsibilities, and accomplishments in each experience.

## Types of Resumes

**Chronological:** Chronological resumes are organized based on time. Your most recent experience should be listed first. This format highlights how your recent experience, education, and activities can relate to your career. Chronological resumes are the most common.

**Functional (Skills Based):** This format highlights specific skills and qualities and combines them from various jobs to meet the needs of your future employer. Functional resumes are less common among college students but can be an effective way to market your skills with limited work experience.

**Combination/Hybrid:** This format combines chronological and functional resume formats. Hybrid resumes showcase functional skills before your work history is displayed chronologically. This format is far less common.

## Necessary Resume Sections

**Heading:** Should include all of your contact information: full name, current and/or permanent address, phone number, and professional e-mail address. (LinkedIn profile URL is optional)

**Education:** Showcase the schools you attended in reverse chronological order. Include the location (city & state only), your full degree (Bachelor of Arts in...), concentrations/minors, and academic honors and awards if applicable. Your GPA can also be included if it is above 3.0.

**Experience:** Specifies the positions you have held including paid, part-time, seasonal, and internship experiences. Include the organization name, position title, location, and employment dates. Outline your responsibilities, achievements, and skills with bulleted resume statements. Begin each resume statement with an action verb and highlight any transferable skills gained through the experience.

\*This section is customizable. Label this section in a way that best showcases your experiences. For example, split your experiences into Relevant vs. Other Experience, or you can make your experience heading more specific based on your field/experience (i.e. Leadership Experience, Marketing Experience).

## Optional Resume Sections

**Relevant Coursework:** Often listed after your education, coursework should be relevant to the position for which you are applying. List the course with its full name (not an abbreviation) and stick to a maximum 5-6 relevant courses.

**Skills:** Showcases your language ability, laboratory, computer, and other technical skills. Make sure you accurately describe skill level using key words and phrases associated with the field or industry.

**Honors and Awards:** Includes merit-based special certificates and academic achievements.

**Volunteer Activities/Community Service:** Highlights on- and off-campus organizations, clubs, and charitable groups to which you belong. Include the name of all organizations, your job/position title (if applicable), the duration of time you have worked with the organization, and brief description of what you did.

**Professional Organizations:** Showcase professional organization memberships that are affiliated with your career/area of interest.

**Professional Development:** Includes any type of conference, workshop, training, or guest speaker that provides industry training and/or skills. List as title of event, topic (if not clear from the title), and the date you attended in this section of your resume.

**Study Abroad Experience:** Study abroad experiences may be included on your resume as a sub-section of education or as a separate category, depending on the extent of your international experiences.

**Leadership, Campus Activities, Clubs, and Organizations:** Campus activities, committee involvement, and club/organization memberships are great ways to communicate your leadership skills to potential employers. If you have held significant leadership roles (on or off campus), describe your duties in detail and consider listing them as relevant components to your career goals, alongside your work experiences.

## RESUME WRITING (CONTINUED)

### Action Verbs

Resume statements highlight your tasks, skills, and accomplishments during an experience (internship, volunteer, part-time job, etc.). Resume statements should start with an action verb and should be a concise statement, 1-2 lines max.

### Action verb examples

Addressed	Coached	Enlisted	Implemented	Obtained	Recruited
Administered	Collected	Established	Incorporated	Operated	Reduced
Advertised	Conducted	Expanded	Instructed	Organized	Regulated
Approved	Consulted	Facilitated	Launched	Oversaw	Reinforced
Assisted	Coordinated	Finalized	Led	Participated	Reorganized
Analyzed	Delegated	Formulated	Maintained	Prepared	Researched
Assured	Determined	Guided	Managed	Presented	Resolved
Balanced	Developed	Handled	Marketed	Prioritized	Revamped
Budgeted	Directed	Helped	Mentored	Promoted	Reviewed
Created	Edited	Hosted	Motivated	Planned	Scheduled
Calculated	Enabled	Identified	Observed	Recorded	Solicited

## RESUME VS. CURRICULUM VITAE (CV)

### Resume: Used for Employment

A resume is a concise document typically no longer than one page. The goal of a resume is to make an individual stand out from the competition. The job seeker should adapt the resume to every position for which they apply. It is in the applicant's interest to change the resume from one job application to another and to tailor it to the needs of the specific post. A resume does not have to be ordered chronologically, does not have to cover your whole career, and is a highly customizable document.

### CV: Used for Academics, Graduate School, and certain industries

A CV (Curriculum Vitæ) is an in-depth document that can be laid out over two or more pages and contains a high level of detail about your achievements, a great deal more than just a career biography. The CV covers your education, as well as any other accomplishments like publications, awards, honors, work experience, etc. The document tends to be organized chronologically and should make it easy to get an overview of an individual's full working career. A CV is static and does not change for different positions; the difference would be in the cover letter.

A typical CV will include the following information:

- **Name and Contact Information:** contact information for your current institution or place of employment may work best, unless you do not want your colleagues to know that you are job-hunting.
- **Areas of Interest:** a listing of your varied academic interests.
- **Education:** a list of your degrees earned or in progress, institutions, and years of graduation. You may also include the title(s) of your dissertation or thesis here.
- **Grants, Honors and Awards:** a list of grants received, honors bestowed upon you for your work, and awards you may have received for teaching or service.
- **Publications and Presentations:** a list of your published articles and books, as well as presentations given at conferences. If there are many of both, you might consider having one section for publications and another for presentations.
- **Employment and Experience:** this section may include separate lists of teaching experiences, laboratory experiences, field experiences, volunteer work, leadership, or other relevant experiences.
- **Scholarly or Professional Memberships:** a listing of the professional organizations of which you are a member. If you have held an office or position in a particular organization, you can either say so here or leave this information for the experience section.

# Paws T. Catamount

245 Memorial Drive Suite #0000, Cullowhee, NC 28723  
Paws1@catamount.wcu.edu • (555) 555-5555

## EDUCATION

Western Carolina University  
Bachelor of Science in Sociology

Cullowhee, NC  
Anticipated May 2019

Winston-Salem Regional High School

Depending on your level of experience or involvement 1st and 2nd year students can list their high school

Winston-Salem, NC

## EXPERIENCE

Subway  
*Sandwich Artist*

Mocksville, NC  
February 2015-August 2015

- Provided customer service to all guests
- Ensured safety and sanitation in all food areas
- Addressed guests needs and provided allergy and nutrition information when needed
- Responsible for all end-of-shift tasks and cash register reconciliation

YMCA  
*Lifeguard*

Mocksville, NC  
January 2014- June 2014

- Maintained safety and was alert for any signs of injury or drowning
- Monitored children during swim lessons for safety
- Calculated chlorine and pH levels each day at the end of shift

## ACTIVITIES

Color guard

2011-2015

- Captain, junior and senior year

National Technical Honor Society

2013-2015

- President, senior year

Health Occupation Students of America

2012-2015

- Historian, junior year
- President, senior year

If you're listing activities from high school make sure your high school is also listed under your education section

## COMMUNITY SERVICE

Novant Health Hospital

Winston-Salem, NC  
Summer 2014

*Volunteer*

- Organize medical files
- Restocked NICU carts
- Created "Going Home" care packages for newborns and families

Wake Forest Baptist Health Hospital

Winston-Salem, NC  
Fall 2014

*Volunteer*

- Checked guests in and showed them to their rooms
- Effectively answered questions and provided customer service

Color and Glow Run

Winston-Salem, NC  
Fall 2013

*Volunteer*

- Directed participants to race course
- Ensured participant safety throughout event



# PAWS CATAMOUNT

797 Catamount Lane • Cullowhee, NC 28150 • P.Catamount@gmail.com • 555-555-5555

## Education

### Western Carolina University

- Bachelor of Science in Education
  - Concentration in Middle Grades Education
  - GPA: 3.54

Cullowhee, NC  
Anticipated Graduation May 2018

List GPA if it is above a 3.0

## Job Experience

### Certified Life Guard

Western Carolina University Campus Recreation Center

- Enforce pool policies
- Ensure the safety of the participants
- Communicate effectively with staff and participants
- Instruct participants when necessary

January 2015-Present  
Cullowhee, NC

### Recreation Assistant

Western Carolina University Campus Recreation Center

- Maintain order of the facility
- Instruct patrons on proper use of equipment
- Recognize and intervene when encountering unsafe lifting techniques

January 2015-Present  
Cullowhee, NC

### Life Guard

Shelby City Swimming Pool

- Maintained operations of the refreshment stand
- Opened and closed the facility
- Ensured the safety of the patrons
- Instructed swimming lessons for children

May 2011-August 2014  
Shelby, NC

## Certifications

- CPR/AED certification
- American Red Cross Lifeguard Certification

Certifications can be listed directly under the education section or after the experience section depending on field/job

May 2011-Present  
May 2011-Present

## Volunteer Experience

- YMCA Asheville
  - Supervise gym, basketball courts, and other areas
  - Serve as a youth mentor and coach
  - Maintain facility cleanliness
- Boy Scouts
  - Attained Eagle Scout Rank April 2012
- Refereed for Upwards Basketball League

August 2014-Present

September 2006-December 2012

September 2010-November 2012



## COVER LETTER WRITING

A cover letter is your “foot in the door” to a potential employer. Cover letters are often the determining factor in an employer deciding if they want to schedule an interview. A cover letter is a brief, one page letter to introduce yourself and to encourage that employer to consider you for an interview.

Cover letters should showcase your skills, knowledge of the organization, unique qualifications, and personal characteristics that are specific to the position. However, cover letters should not restate everything that is on your resume. An effective cover letter should highlight what you can do for the organization and should be specifically tailored to the position for which you are applying.

### Formatting

Cover letters should be one page consisting of 3-4 paragraphs.

**Contact information:** Include your contact information: mailing address, phone number and email. The date the letter is being sent and the employers contact information: employers name, professional title, and address of the organization.

**Formal Salutation:** Begin your cover letter with a formal greeting. It is best to address your cover letter to a specific person, “Dear Mr./Ms.\_\_\_\_\_.” If this information was not provided call the organization to ask or use a general greeting, for example, “Dear Hiring Manager.” Try to avoid using “To Whom It May Concern” whenever possible, as this greeting is seen as impersonal and out of date.

**Opening Paragraph:** Begin by stating the purpose of the letter, state the position you are applying for, identify the employer or the department, and include where you learned of the position. If you have previously met this employer, use the first few sentences to remind them of your interaction.

**Academic Introduction:** State what college you are attending and the degree that you are pursuing. Additionally, you can add information about your GPA, honors/awards, and any classes that may be relevant to the position.

**Body (1-2 paragraphs):** The body of your cover letter is where you connect your skills, personal characteristics, and qualifications to not only the specific position but also to the company as a whole. It is important to highlight specific experiences, but make sure to not restate your whole resume. Show the employer that you are educated about the position. The body of your cover letter should illustrate why you want to work for the organization and how you are qualified for the position.

**Conclusion:** Close your cover letter by summarizing your qualifications for the specific position. Reaffirm your interest in the company/organization and end this paragraph by requesting a formal interview.

**Formal Closing:** Use a formal closing before signing your name (ex. sincerely,). If you are mailing your cover letter leave 3-4 lines between the closing and your typed name for your signature. If you are e-mailing your cover letter simply type your name on the line below your closing.

November 13, 2015

Fellowship Selection Committee  
Made-up Fellowship Program  
55 Palace Way  
Durham, NC 55555

Dear Fellowship Selection Committee:

I am a student at Western Carolina University in the master's program for Clinical Mental Health Counseling and I am writing to apply for the 2016 Minority Fellowship Program. I am a Latina female with strong work values, and I am committed and passionate about making a difference in the lives of underserved minority groups.

From the time I lived in Peru until now, I have always wanted to make a difference in somebody else's life. After I moved to the United States in 2002, I had the opportunity to start discovering my passion and uncovering the steps to what is now my profession. In 2003, I was assigned the position of youth group leader. This role offered me the opportunity to gain extensive leadership experience and advocacy. I started working with young Latinos who were struggling to transition to a new country. My approach focused on offering hope and developing healthier ways to face depression, discrimination, and acculturation. I became very active in the Latin community in Asheville and realized the immense need for mental health programs. This promoted my journey to further my education and to earn a degree in clinical counseling.

In 2013, I had the opportunity to do my practicum from graduate school at Jackson County Health Department where I was able to experience the work of integrated care. On one occasion, my supervisor and I developed a workshop to bring awareness about working with Latino clients and how to best serve them in the health department. Currently, I am participating in an internship at Angel Family Services, one of the few agencies that offer services for Spanish speaking clients in Asheville. Angel Family Services offers outpatient therapy to children, adolescents, and adults who are in desperately need for mental health services. This opportunity has allowed me to gain extensive knowledge and insight on how to best serve the fastest growing minority population – Latinos. My internship has reassured my passion for working with underserved populations and has lead me to pursue employment in agencies that focus on serving minority groups, particularly the youth.

I believe that I would be the ideal candidate for the 2016 Minority Fellowship Program. I believe that my personal experience transitioning to a new country, as well as my experience helping others transition, will be an asset as I work with minority youth and provide mental health services. I believe that all people, regardless of culture or language, should have access to the care they need and I look forward to improving access to metal health program for youth minorities. Thank you for your time and consideration.

Sincerely yours,

Paws T. Catamount

# INTERVIEW PREPARATION

Interviews are both a chance for an employer to get to know you and for you to get to know the employer. Interviews are also an opportunity for you to further present your skills and qualifications to the employer and to showcase the value that you can bring to the company/organization. Below is a step-by-step guide to help you prepare for an interview.

## 1. Do your research

It is important to understand as much about the company and the specific position as possible. Utilize the job description and company website to learn about what the company does and where your role would fit in. Familiarize yourself with the responsibilities of the position, the company mission, and goals. Additionally, using social media, Googling the company/organization, or talking to current/past employees can give you insight to the company culture and to current projects.



## 2. Know Yourself

Most interviews start with the same question: “Tell me about yourself.” Make sure that you can easily and effectively answer this question. Your response to this question should tell the employer who you are, what your major/specialization is, a recent accomplishment, your skills, and a couple free time activities. Keep this to one minute.

## 3. Prepare for common interview questions

Regardless of industry/field, there are questions more commonly asked in interviews than others. Prepare for these questions to be asked. Make sure to link your answers to your relevant experience, internships, coursework, etc. Some common interview questions include:

- Why are you interested in this position?
- What are your strengths? Weaknesses?
- How would a past supervisor describe you?
- Describe a time when you had to work in a team.
- How do you handle pressure?
- Describe a time when you dealt with conflict.
- What do you know about the company/organization?
- What are your long- and short-term goals?
- What have you done to show initiative at work?
- What makes you the ideal candidate for this position?
- What management style do you respond to best?

## 4. Prepare questions for the employer

Employers typically provide job candidates time at the end of an interview to ask questions. Be prepared with 3-4 questions that you can ask the employer to learn more about the company or position. Some questions for employers may be:

- What is a typical day in this position like?
- What are the key challenges facing the person in this position?
- What are the qualities of successful people in this company?
- What opportunities for advancement exist?
- Do you have any questions or concerns regarding my experience/education?
- What is the next step in the hiring process?

## General Interview Reminders

- Remember that an interview is a conversation. It should feel like an even exchange between you and the employer.
- Emphasize the positive. Even if negative aspects of a previous job or boss come up, end them on positive note. Did you learn something positive from the experience?
- Be sure to answer the questions. Pay attention to what the employer is asking, do not be afraid to ask for clarification or to take a moment to collect your thoughts before answering.
- Include relevant examples from your related work and classroom experience when answering questions.

- Until you have been offered a position, it is best practice avoid conversations about salary
- Be sure to dress professionally. It's always better to be over dressed than under dressed!

### Following Up After an Interview

Following up with an employer after the interview is a critical step in the interview process. Knowing the hiring timeline and when a decision should be made will give you guidance for when you should reach out to an employer. Additionally, within 24-48 hours you should send the employer a thank you e-mail. If you interview with multiple people make sure to send each person individualized thank you e-mails. Some applicants choose to send a hand written thank you note instead.

### What an Employer Cannot Ask:

Federal and state laws prohibit employers from asking certain questions during an interview. It is important to know that there are some questions you legally do not have to answer. As a general rule, all interview questions should be job-related. Below you will find common topics that cannot be discussed in an interview and several tips on how to handle being ask questions like these.

In general, employers cannot ask you about:

- Age
- Gender
- Religion
- Marital/family status
- Country of origin
- Disabilities
- Sexual preference
- Religion

How to respond to these questions?

There are several options for how to respond to a question like this. First, you may choose to answer the question. Second, there is the option to answer the “intent” of the question. For example, if you are asked whether you are a United States citizen (not legal to ask), reply that you are authorized to work in the U.S., which is a question the employer can ask you and which is appropriate to answer. Third, you can try to change the subject of the conversation to avoid answering the question. Last, there is always the option to refuse to answer.

Western Carolina University  
College of Health and Human Sciences - School of Nursing

## APPLICATION FOR ADMISSION TO THE UPPER-DIVISION NURSING MAJOR (ABSN) – Fall 2017

**CONTACT INFORMATION: PLEASE KEEP US INFORMED OF CHANGES.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

WCU Student ID: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home phone (\_\_\_\_) \_\_\_\_\_ Cell phone (\_\_\_\_) \_\_\_\_\_

WCU Catamount email: \_\_\_\_\_

Personal email: \_\_\_\_\_

The SON will notify you of its decisions by receipt-required email. In the event that we need to contact you by USPS mail, indicate your preferred mailing address (IF DIFFERENT THAN ABOVE):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Have you applied to the nursing major at WCU before? \_\_\_\_\_ When? \_\_\_\_\_

**PREVIOUS EDUCATION: List all post-secondary programs you have attended in the past. If you are not currently enrolled as a WCU student you must have sealed official transcripts sent from each institution to the WCU Admissions Office and un-official transcripts to the School of Nursing.**

**LIST MOST RECENT INSTITUTION FIRST**

Institution	Location	Dates Attended	Major	Degree
<i>Example: WCU</i>	<i>Cullowhee, NC</i>	<i>1/2015-5/2016</i>	<i>Nutrition</i>	<i>N/A</i>

**COMPLETION PLAN**

List the college(s) or university(ies) you are currently attending or plan to attend before the start of the Nursing Program at WCU. If WCU, give the numbers of the WCU courses from Chart 3. If at another institution, give the actual course numbers of the approved equivalent course.

**Spring 2017 Courses (Table 1)**

Institution Name	Semester	Course and Number	Course Title
<i>Example: WCU</i>	<i>Spring 2017</i>	<i>BIOL 292</i>	<i>Human Anatomy &amp; Physiology II &amp; lab</i>
	<i>Spring 2017</i>		
	<i>Spring 2017</i>		
	<i>Spring 2017</i>		
	<i>Spring 2017</i>		

**Summer 2017 Courses (Table 2)**

Institution Name	Semester	Course and Number	Course Title
<i>Example: AB Tech</i>	<i>Summer 2017</i>	<i>CHEM 132</i>	<i>Survey of Chem II/ &amp; lab</i>
	<i>Summer 2017</i>		
	<i>Summer 2017</i>		
	<i>Summer 2017</i>		
	<i>Summer 2017</i>		

**Completion Plan of Prerequisites (Table 3)**

WCU Course	Grade	Description	Other Approved Equivalent Course	Grade
<i>CHEM 132, 139 or 140</i>		Survey of Chem I/ Adv Gen Chem & lab		
<i>CHEM 133</i>		Survey of Chem II/ & lab		
<i>BIOL 291</i>		Human Anatomy & Physiology I & lab		
<i>BIOL 292</i>		Human Anatomy & Physiology II & lab		
<i>ENVH 260 &amp; 261</i>		Etiology of Infectious Diseases & lab (Microbiology)		
<i>PSY 150</i>		General Psychology		
<i>NSG 101</i>		Introduction to Professional Nursing (grade $\geq$ 3.0)	<b>WCU Only</b>	
<i>NSG 346</i>		Nursing Pathophysiology		
<i>ND 338</i>		Normal and Therapeutic Nutrition		

## Application Review Verifications

- I have reviewed the following components of my application to the upper-division nursing major, and certify by signing the signature page that all components are complete.
- I have completed the ATI TEAS or am registered to do so before the February 1, 2017 deadline.
- I have graduated or will graduate by Spring 2017 with a Bachelor Degree from an Accredited Institution.
- I now have and will maintain a minimum grade point average of 3.0 on a 4.0 scale on all undergraduate courses attempted. I understand that this is the minimum for application, but that a higher average may be needed for me to be selected for the program.
- I have completed, at the time of application, at least 3 of the 5 required science courses or approved equivalents with grades of C or better, and these are shown on my transcript. If all courses are not complete at time of application, they must appear in the completion plan on Page 2.
- I will have completed all other nursing prerequisite courses prior to beginning the WCU Nursing program with a grade of C or better. If any courses are not complete at time of application, they must appear in the Completion Plan on page 2.
- I will have completed all of the WCU Liberal Studies Core courses prior to entry into the Nursing program. If you have an Associate of Arts or an Associate Science from a NC community college or a Bachelor's degree from a UNC state university, the Liberal Studies requirement is waived. An Associate of Applied Science degree (AAS) or Associate of General Education (AGE) does not waive this requirement. Courses and degrees which do not originate at a North Carolina institution will be evaluated on a course-by-course basis. If any courses are not complete at time of application, they must appear in the Completion Plan on Page 2.

## Additional verifications required by students NOT enrolled in WCU courses (Transfer)

- I have validated that the WCU Admissions Office will receive official transcripts from all institutions at which I have completed post-secondary undergraduate courses by the ABSN Pre-licensure application deadline.
- I have included un-official transcripts from all institutions in this ABSN application packet at which I have completed post-secondary undergraduate courses.
- I understand that my application is not complete unless all transcripts are included in the ABSN packet. I also understand that transcripts must be submitted to WCU Office of Admissions and the School of Nursing at the end of each semester that I complete any pending prerequisites in preparation for the program.
- I understand the WCU Nursing Program admission process and requirements, and if I am admitted to the upper-division nursing major, I will promptly respond to further admission requirements as set forth in my acceptance letter and subsequent correspondence.
- I understand that admission decisions will be delivered to me via email at the email address I have indicated in this application. I understand that it is my responsibility to check the email account for admission decisions and further communication regarding my application. I also understand that it is my responsibility to notify the School of Nursing Director of Student Services if I do not receive an email confirming receipt of my application within 2 weeks after the application deadline. I understand that if I am notified of acceptance to the Nursing Major that I must reply to the email by the stated deadline in order to secure my seat in the class.
- I UNDERSTAND THAT MY APPLICATION WILL NOT BE CONSIDERED BY THE STUDENT AFFAIRS COMMITTEE UNTIL EACH OF THE COMPONENTS ABOVE IS COMPLETE.***



## Certification and Applicant Signature Page

I hereby certify that all of the information provided by me in my application packet is true and accurate to the best of my knowledge. I understand that submitting false documents or making false statements will result in my not being admitted to the WCU nursing program OR my dismissal from the nursing program.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

*The School of Nursing will not discriminate on the basis of race, national origin, religion, creed, sex, age, or disability in either the selection of students for participation in the educational program, or as to any aspects of the clinical training. Provided, however, that with respect to disability, the disability must not be such as would with reasonable accommodation in and of itself preclude the student's effective participation in the educational program and clinical training.*

### **REMINDER:**

**Completed applications and all materials must be post-marked by **February 1, 2017**.**

### **Step 1: Mail completed application packet and all attachments to:**

*WCU School of Nursing  
Office of Student Services  
28 Schenck Parkway  
Suite 300  
Asheville, NC 28803*

**Step 2: Send an E-mail to WCU School of Nursing Office of Student Services at [wcunursing@wcu.edu](mailto:wcunursing@wcu.edu) to confirm packet receipt by the application deadline.**

*Email Format:*

*Subject: Last, First ABSN Application Confirmation*

*Body of Email: Include your First and Last Name and WHEN you mailed your packet*