

MISSISSIPPI LPN ASSOCIATION
CAREER QUEST revised Sept 2010

PURPOSE

Locating satisfying employment requires good job seeking skills, abundant resources, hard work, and a positive attitude. Career Quest will determine what skills the student nurse has to seek employment. The student nurse will learn to effectively communicate to employers that they have what it takes to do the job. Portfolios are now becoming standard job seeking tools in a variety of career areas. This event will help the student nurse compose an effective portfolio that will bring you positive results.

Each Campus of PN Programs may Submit 2 entries. Dual enrolled PN Programs may submit 2 entries also even if located on same campus.

What is a portfolio?

- The concept of using a portfolio originated in occupations where creativity is a necessary skill
- A portfolio is a collection of items organized in a notebook, file, or a similar format
- It is an excellent way to market your qualifications to an employer for an internship or full time employment following graduation
- It helps document work experience, achievements and skills in any field.
- An impressive portfolio catches the eye and helps the viewer form a good impression of you in his or her mind.

GUIDELINES

Each Student must be a member of MLPNA. The student will submit a portfolio containing:

1. Resume

- A. Feature your name in bold or make it stand out in some way.
- B. Your address and phone number should be easy to find.
- C. Formats of your resume in Microsoft Word,
- D. Highlight your long-term career goals,
- E. Include educational level and institutions attended, GPA may be used to weed out candidates early in a hiring search, but often in the final decision, GPA does not play a major role.
- F. List your relevant employment experiences
- G. Include other activities.

2. Transcripts

- A. Include a current copy of your college transcript

3. Three letters of recommendations

- A. Obtain the most impressive letters you can

B. Request letters from people who are able to comment positively on your character, scholastic ability, extra-curricular activities, and professionalism. If you network effectively, obtaining good, honest letters of recommendation shouldn't be difficult. Allow ample time for your references to write quality letters; do not ask someone to write a letter over the weekend or even in one week

C. Include three letters of recommendation. **One letter must be from a Mississippi Practical Nursing Instructor.**

4. Work-Related:

- A. Special recognition from supervisor or customer for work performed
- B. Employee of the month award
- C. Clippings from employee newsletter relating to you

5. Professional Membership -Copy of your MLPNA membership card or proof of your membership.

Each student shall turn in the portfolio to convention headquarters or designated room at the convention. .The portfolio will be judged on first day one of the conference. The top 16 students will be notified by MLPNA staff.

The top 16 students will then be interviewed. Each student will be asked to fill out a job application 15 minutes before the interview.

The decision of the judges is final.