

THE RN NETWORK PRESENTS

# Scrubs to Signed

## Nurse Job Search Masterclass

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### OFFICIAL COURSE WORKBOOK

Your companion guide to every exercise, reflection, template, and action step across all 7 modules.

Created by Christina · [RNNet.org](https://RNNet.org) · [Nursing Matters Podcast](#)

## HOW TO USE THIS WORKBOOK

### Welcome to Your Workbook

This workbook is your active companion to the Scrubs to Signed video course. Each module aligns directly with the lessons — giving you space to reflect, write, plan, and take action. Don't just read it. Fill it in. The nurses who do the work get the results.

- Watch each video lesson before completing that module's exercises
- Use a pen — writing by hand improves retention and commitment
- Be honest in your reflections — this workbook is for you, not your employer
- Return to completed sections as your job search progresses
- Celebrate your wins — note every interview, offer, and milestone

*"The nurses who stop settling are the ones who do the inner work first."*

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### My Information

My Name

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My Specialty / Unit

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Current Employer

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Target Role(s)

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Target Location(s)

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Target Start Date

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## MODULE 01 · SCRUBS TO SIGNED

# Know Your Worth

*Career clarity is where every great job search begins.*

## Exercise 1.1 — The Career Values Audit

Rate each factor from 1 (not important) to 5 (essential). Circle your top 5 as non-negotiables.

Factor	1	2	3	4	5
Schedule flexibility (self-scheduling, shift choice)	■	■	■	■	■
Patient-to-nurse ratio	■	■	■	■	■
Compensation & total benefits	■	■	■	■	■
Leadership & management quality	■	■	■	■	■
Mission & values of the organization	■	■	■	■	■
Career growth & advancement opportunity	■	■	■	■	■
Specialty area / acuity level	■	■	■	■	■
Work environment & team culture	■	■	■	■	■
Remote or hybrid work options	■	■	■	■	■
Commute distance / location	■	■	■	■	■
Union vs. non-union environment	■	■	■	■	■
Tuition reimbursement / education support	■	■	■	■	■
Job security & organizational stability	■	■	■	■	■
Level of autonomy in practice	■	■	■	■	■
Recognition & appreciation from leadership	■	■	■	■	■
Technology & EHR systems	■	■	■	■	■
Opportunities to precept or teach	■	■	■	■	■
Research / evidence-based practice culture	■	■	■	■	■
Diversity, equity & inclusion commitment	■	■	■	■	■
Magnet or shared governance status	■	■	■	■	■

***My top 5 NON-NEGOTIABLES (must-haves in my next role):***

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**My top 3 NICE-TO-HAVES (preferences, not deal-breakers):**

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**Exercise 1.2 — Skills Translation Framework**

List nursing actions you perform regularly, what underlying skill they require, and who else values that skill.

What I Do in Nursing	Underlying Skill	Other Industries That Value This
<i>E.g., Manage deteriorating patient</i>	<i>Crisis management, rapid decision-making</i>	<i>Emergency management, aviation, consulting</i>

**Exercise 1.3 — Salary Target Worksheet**

Research BLS OES data, Glassdoor, and Salary.com for your specialty and region before completing this.

Salary Tier	Amount (Annual)	Source
Minimum Acceptable (floor)	\$	
Realistic Target (market rate)	\$	
Aspirational Number (stretch)	\$	

**The data source(s) I used for my research:**

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***Non-salary benefits that matter most to me (shift differentials, sign-on bonus, tuition, etc.):***

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## MODULE 02 · SCRUBS TO SIGNED

# The Nurse Résumé

*Get past the algorithm and in front of the right humans.*

## Exercise 2.1 — ATS Keyword Tracker

For each job you target, extract the top keywords and check them off in your résumé.

Job / Org	Top Keywords from Posting	In Résumé? ✓

## Exercise 2.2 — Professional Summary Builder

Use this formula to draft your summary: Specialty + Experience Level + Top Differentiator + Target Role Intent.

Component	Your Draft
My specialty / clinical area	
Years of experience	
My #1 differentiator (cert, skill, achievement)	
The type of role I'm targeting	

***My full professional summary (5 sentences or fewer):***

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### Exercise 2.3 — Impact Formula Worksheet (Action + Scope + Result)

Transform vague duties into achievement bullets. Formula: Action verb + Who/What you impacted + Measurable result.

Vague Duty	Strong Achievement Bullet (Action + Scope + Result)
<i>E.g., 'Responsible for patient education'</i>	<i>E.g., 'Developed discharge education protocol for 24-bed cardiac unit, reducing 30-day readmission rates by 15%'</i>

### Exercise 2.4 — Résumé Final Review Checklist

- Contact info is complete and professional (LinkedIn URL included)
- Professional summary is specific, not generic
- All certifications include full name, abbreviation, and expiration date
- RN licensure appears near the top of the résumé
- Bullet points use action verbs (not 'responsible for')
- At least 3 bullets are quantified with numbers
- No tables, text boxes, or multi-column layouts (ATS hazard)
- File saved as .docx or ATS-compliant PDF
- Keywords from target job posting are naturally integrated
- Résumé is 1-2 pages (new grads: 1 page; experienced: 2 max)
- No spelling or grammar errors (proofread twice)
- Consistent formatting throughout (font, spacing, bullet style)

## MODULE 03 · SCRUBS TO SIGNED

# LinkedIn for Nurses

*Build a profile that recruits for you around the clock.*

## Exercise 3.1 — LinkedIn Headline Builder

Formula: Role + Specialty + Differentiator + What You're Open To

Example: "ICU RN | Critical Care Specialist | CCRN | Open to Charge & Leadership Roles"

**My Role:**

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**My Specialty:**

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**My Differentiator (top cert, achievement, or unique skill):**

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**What I'm Open To:**

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**MY FINAL LINKEDIN HEADLINE (220 characters max):**

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## Exercise 3.2 — About Section Planner

Write your About section in first person. 3-5 short paragraphs. Real voice. What you do, why you love it, where you're headed.

Paragraph	Your Draft
Opening Hook (grab attention in the first line)	

<i>What I Do</i> (specialty, role, setting)	
<i>Why I Do It</i> (your 'why' as a nurse)	
<i>What I'm Known For</i> (key skill, achievement, or value)	
<i>Call to Action</i> (open to... / connect with me if...)	

### Exercise 3.3 — 30-Day Networking Action Plan

Identify specific people to connect with and actions to take over the next 30 days.

Week	Target Connection	Action & Message Type	Done
Week 1			■
Week 1			■
Week 2			■
Week 2			■
Week 3			■
Week 3			■
Week 4			■
Week 4			■

## MODULE 04 · SCRUBS TO SIGNED

# Job Search Strategy

*Apply smarter — not more.*

## Exercise 4.1 — Job Application Tracker

Track every application. Follow up at the right time. Never lose a promising lead.

Organization	Role	Date Applied	Recruiter Contact	Status	Follow-Up Date

## Exercise 4.2 — Application Customization Checklist

Complete this checklist for EVERY application you submit.

- Read the full job posting — highlight repeated requirements
- Identify 3-4 primary keywords to naturally include in my résumé
- Adjusted professional summary's final sentence for this specific role
- Confirmed top 2-3 bullets reflect skills required in this posting
- Verified credentials section matches any license requirements listed
- Saved a copy of the job posting (they disappear after you apply)
- Application submitted through the correct portal
- Set a follow-up reminder for 5-7 business days post-application

### Exercise 4.3 — Recruiter Contact Log

Recruiter Name	Agency / Health System	Contact Info	Date Reached Out	Last Touchpoint	Notes

## MODULE 05 · SCRUBS TO SIGNED

# The Nurse Interview Playbook

*Own the room — in person and on screen.*

## Exercise 5.1 — STAR Method Story Bank

Prepare 6 STAR stories before your interview. One for each common behavioral theme below.

### Theme: A time you handled a difficult patient or family member

Situation:

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Task:

---

Action (what YOU specifically did):

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Result (specific outcome):

### Theme: A time you caught a critical error or prevented patient harm

Situation:

---

Task:

---

Action (what YOU specifically did):

---

Result (specific outcome):

**Theme: A conflict with a colleague and how you resolved it**

Situation:

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Task:

---

Action (what YOU specifically did):

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---

Result (specific outcome):

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**Theme: A time you advocated for a patient**

Situation:

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Task:

---

Action (what YOU specifically did):

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---

Result (specific outcome):

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**Theme: A time you demonstrated leadership (formal or informal)**

Situation:

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Task:

---

Action (what YOU specifically did):

---

---

Result (specific outcome):

---

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**Theme: A time you failed or made a mistake and what you learned**

Situation:

---

Task:

---

Action (what YOU specifically did):

---

Result (specific outcome):

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**Exercise 5.2 — Clinical Scenario Prep**

Practice your response to the two most likely clinical scenarios for your specialty.

**Scenario 1:**

Scenario question I'm preparing for:

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My clinical response (steps + communication + escalation):

**Scenario 2:**

Scenario question I'm preparing for:

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My clinical response (steps + communication + escalation):

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**Exercise 5.3 — My Power Questions List**

Write 5 questions you'll ask at the end of your interviews. Choose from Module 5 resources or craft your own.

Question 1:

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Question 2:

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Question 3:

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Question 4:

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Question 5:

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## MODULE 06 · SCRUBS TO SIGNED

# Negotiate Like You Mean It

*The first offer is almost never the final offer.*

## Exercise 6.1 — Salary Research Log

Document your market research before you negotiate. Knowledge is leverage.

Source	Salary Range Found	Geographic Region	Notes
BLS OES Data			
Glassdoor			
Salary.com			
LinkedIn Salary			
Colleague / Network			
State nursing survey			

### My three salary numbers:

Minimum acceptable: \$\_\_\_\_\_ Realistic target: \$\_\_\_\_\_ Aspirational: \$\_\_\_\_\_

## Exercise 6.2 — Total Compensation Comparison Tool

Compare two offers side by side across all compensation dimensions.

Compensation Element	Offer A	Offer B
Base hourly / annual salary		
Sign-on bonus		
Shift differential (if applicable)		
Relocation assistance		
Health insurance (employee cost)		
Dental & vision		

PTO (days per year)		
Retirement / 401k match		
Tuition reimbursement		
CEU / professional development stipend		
Scheduling (days, shifts, float requirements)		
Parking / commute costs		
<b>TOTAL ESTIMATED VALUE</b>		

**Exercise 6.3 — Negotiation Script Planner**

Write your counter-offer script below before the call. Practice it out loud at least twice.

**The offer I received:** \$ \_\_\_\_\_ *plus* \_\_\_\_\_ *(other components)*

**My counter amount:** \$ \_\_\_\_\_ — **My two supporting reasons:**

**My full counter-offer script (write it out word for word):**

## MODULE 07 · SCRUBS TO SIGNED

# First 90 Days & Beyond

*Land the role. Thrive in it. Build for what's next.*

## Exercise 7.1 — My 30-Day Action Plan

Set your intentions for your first month in a new role.

Timeframe	Goal / Action	Done
Days 1-3 (Orientation)		■
Days 1-3 (Orientation)		■
Week 1		■
Week 1		■
Week 2		■
Week 2		■
Week 3		■
Week 4 (30-Day check-in)	<i>Schedule manager check-in. Ask: What's going well? What could I improve?</i>	■
Week 4		■

## Exercise 7.2 — Internal Brand Builder

Rate yourself honestly and identify one concrete action for each dimension.

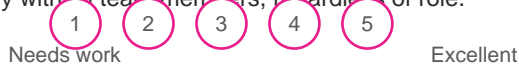
Reliability — I show up on time, prepared, and follow through on commitments.

1
2
3
4
5

Needs work Excellent

Identify one habit to reinforce reliability:

Communication — I communicate clearly with all team members, regardless of role.



One communication improvement I'll make:

---

Clinical excellence — I stay current and practice at the top of my scope.



One clinical area I'll develop this quarter:

---

Team investment — I actively support my colleagues, not just my own patients.



One way I'll show up for my team this month:

---

Visibility — I contribute ideas, participate in meetings, and accept stretch assignments.



One visibility action I'll take this month:

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### Exercise 7.3 — Long-Game Career Roadmap

Your career is an asset. Tend it intentionally.

Time Horizon	Career Goal	Key Action to Get There
6 months		
1 year		
3 years		
5 years		
Dream goal (no limits)		

*"You took this course because you believed something better was possible. Keep believing that — because it is."*

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**Congratulations on completing the Scrubs to Signed Masterclass Workbook. — Christina | RNNet.org**

