FIRST LAST NAME, DEGREE

CITY, STATE, ZIP ∙ PHONE NUMBER ∙ EMAIL

PROFESSIONAL SUMMARY

A professional summary is a two to five sentences long, and should highlight your skills, experience, and achievements. A good summary should include your years of experience, relevant qualifications, skills, and sometimes your notable achievements. This is a good place for potential employees to stand out to hiring managers.

SKILLS

The skills section of your resume details key skills you have built during your professional career. This section should highlight technical skills, interpersonal skills, and any other exceptional talents you can apply to a clinical setting. For an experience-heavy resume, this section can include a bullet point list of key skills with no elaboration. Be sure to emphasize the skills that would be needed in the job. This is a great place to list any professional certifications you hold (e.g. BLS, ACLS, PALS, etc.)

EDUCATION

The education section of your resume should include the most recent and relevant educational experiences. Most roles you apply for will require a specific educational background. You should include a few basic pieces of information, including graduation date, name and location of your school, and the degree you obtained. You should list the most recent, relevant experience first, followed by any additional relevant education. For example, if you have a master’s degree in nursing you would list your master’s degree first, followed by your bachelor’s degree. It is not necessary to include your high school information unless you do not have a degree in higher education. If you are applying for jobs prior to your graduation, you can include your anticipated graduation date (e.g., anticipated December 2025).

EMPLOYMENT HISTORY

Your employment history should include any specific work experiences you would like to highlight. This certainly can include jobs outside of the healthcare field. Employment should be listed in reverse chronological order (the most recent position first). Start with your most recent job and provide a short description, including the company name, time period in which you were employed, your job title, and a few key responsibilities or achievements during your time at the company. Do your best to include any relevant experience, including clinical rotations, preceptorships, CNA positions, Patient Attendant jobs, Mobility Aide jobs, etc.

You are encouraged to keep your resume concise and relevant. Try removing filler words and listing only key achievements instead of multiple lines to describe your role. Use action verbs in your bullet points to make a stronger impact. If you do not have extensive professional history, you could consider including internships or volunteer opportunities following the same format.

Some final tips to keep in mind:

* Ensure your contact information is correct and remember to spell check your entire document.
* Ensure you have consistent formatting across the document. You may also want to use the same format for your cover letter.
* Avoid including your date of birth, names of family members, photos, irrelevant hobbies. There is a section in our application to include references and referrals. There is no need to include this on your resume.
* Often you are applying to multiple roles across multiple organizations, please ensure you submit the correct resume to the correct job/organization. A helpful way to ensure this is to save your resume with your last name, date, and the organization/department where you are applying to work. It is also helpful to save as a PDF, if possible, to preserve formatting.

JANE DOE, MSN, RN

OMAHA, NE 68198 ∙ (402) 555-5555 ∙ EMAIL@GMAIL.COM

PROFESSIONAL SUMMARY

Dynamic registered nurse with a passion to serve others. Bringing 5+ years of experience treating acutely ill patients, educating and coordinating patient/family-centered care in collaboration with the multidisciplinary care team. Efficient in communication, multitasking and organization. Consistently prioritizing patient safety and the promotion of evidence-based practice/education. Dedicated to creating and providing a comprehensive plan of care that enhances the lives of patients and their families.

SKILLS

* Current certifications: BLS, ACLS, PALS
* Nurse leadership
* Patient and family advocacy
* Electronic medical record documentation
* Staff development and education
* Effective problem solving

EDUCATION

August 2020- May 2022; Clarkson College, Omaha, NE

*Master of Science in Nursing*

August 2015 - December 2018; Clarkson College; Omaha, NE

*Bachelor of Science in Nursing*

EMPLOYMENT HISTORY

March 2022 - Present; Nebraska Medicine- PreOp; Omaha, NE

*Registered Nurse*

* Perform pre-surgery assessments/procedures
* Collaborate with surgeons, anesthesia and nurses to deliver safe patient care
* Adapt to rapidly changing needs of patients and the surgery schedule

December 2021 - March 2022; Nebraska Medicine - Operating Room; Omaha, NE

*Registered Nurse- Circulator*

* Maintain accurate knowledge of best evidence-based practice
* Clearly and effectively communicate with all patients, nurses and providers
* Promptly recognize and address safety concerns for the patient and staff

March 2022 - December 2021; Nebraska Medicine - Critical Care; Omaha, NE

*Registered Nurse- Acute Care Float*

* Maintain knowledge of multiple intermediate and critical care inpatient units
* Demonstrate proficiency in a variety of critical nursing skills and knowledge
* Individualize care based on patient and family needs/condition

January 2019 - March 2022; Nebraska Medicine - Progressive Care; Omaha, NE

*Registered Nurse- Fill-in core, Preceptor*

* Create safe patient assignments; Facilitate conflict management/resolution
* Perform thorough assessments; promptly recognize a need for intervention
* Teach students and newly hired staff unit-specific skills/resources, enhance critical thinking

September 2016 – December 2018; Nebraska Medicine – Observation; Omaha, NE

*Certified Nursing Assistant*