

**Sample Resume New Grad**  
(Refer to "Resume Tips" below for notes 1-6)

**YOUR NAME<sup>1</sup>**

Street address  
City, State, zip  
Phone  
e-mail address

---

**EDUCATION:**      **Bachelor of Science in Nursing**      December, 2006  
California State University, Chico<sup>2</sup>      Chico, CA

**Clinical Practicum/Site/Number of Hours:**

*Senior Preceptorship Intensive Care Unit:* Oroville Hospital, Oroville (90 )  
*Medical/Surgical:* Enloe Hospital, Chico, 180; Rideout Memorial Hospital, Marysville (180)  
*Maternal/Child Health:* Fremont Medical Center, Yuba City (60)  
*Behavioral Health:* Butte County Behavioral Health, Chico (90)  
*Public Health:* Butte County Public Health Department, Oroville (135)  
*Advanced Leadership:* St. Elizabeth Community Hospital, Red Bluff (90)

Butte Community College,<sup>3</sup> Oroville, CA      August 2003 – May 2004  
Completed 30 credits of general studies

**LANGUAGES:**      Intermediate proficiency in Spanish literacy and speech

**EXPERIENCE:**<sup>4</sup>      **Student RN Preceptee**      July 2005  
Sonora Community Hospital, Intensive Care Unit      Sonora, CA

- Performed 150 hours of direct patient care during an intensive, extracurricular preceptorship through California State University, Chico's, *Rural California Nursing Preceptorship Program*
- Worked with increasing levels of independence under the general supervision of an RN
- Gained experience with ventilators, central lines, chest tubes, and more
- Provided empathetic support to patients and families
- Communicated effectively with physicians and other members of the health care team

**WORK EXPERIENCE:**      **Nursing Assistant**      January 2005 – Present  
Oroville Medical Center      Oroville, CA

- Demonstrate effective teamwork skills in providing care for up to 13 patients on a busy definitive care unit
- Display motivation to complete duties independently
- Safely assist patient with varying levels of dependency with ADLs

**Waiter**      March 2003 – December 2004  
Gretta's Restaurant      Chico, CA

- Provide congenial atmosphere for customers through attention to detail and quality service
- Selected by management to train all new servers
- Practice good communication skills and attend to difficult situations with poise
- Received *Employee of the Month Award*, July 1998

**CERTIFICATIONS/**      BLS Certification, current  
**LICENSES**      RN License # 280811, active since December 2003

**HONORS/**      Student Nurse Association – Chair, 2004  
**ACTIVITIES:**<sup>5</sup>      California State University, Chico Dean's List, three semesters  
Community Action Volunteers in Education – Big Brothers & Sisters Program, Since 2003

Your Name  
Phone  
Email

REFERENCES:<sup>6</sup>

**Dr. Betty Bennetton**

Nursing School Professor  
California State University, Chico  
(W) 530-898-9999  
e-mail address

**Dr. Janelle Gardner**

Nursing School Professor  
California State University, Chico  
(c) 530-655-9955  
e-mail address

**Mrs. Shandra Smith, RN**

Preceptor  
Sonora Community Hospital  
(H) 442-835-3322  
e-mail address

**Mr. John Anderson, RN**

Manager, Intensive Care Unit  
Oroville Medical Center  
(C) 530- 522-8965  
e-mail address

## Resume Tips

Develop your own resume! There is no need to have it “professionally done”. You’ll learn more about yourself and you will feel more pride in presenting it to the employer. **Limit your resume to one page.**

<sup>1</sup> It is suggested that you use a larger font (bolded) for your name. In addition, you may want to select a different font style. Try a few. See what best appeals to you.

<sup>2</sup> Avoid Abbreviations (St., Ave., Dr.). It is OK to use widely used medical abbreviations like IV, TPN, but avoid using more obscure medical abbreviations. Standardized post office abbreviations for states (CA) are acceptable, but be consistent throughout the resume. Exception: *Spell out “California” if it is included in your school’s name in this section.*

<sup>3</sup> Include 2-year college if you earned at least one year of credits, even if you did not receive a degree. State the number of credits earned (for example, 30 credits of general studies).

<sup>4</sup> When describing your experience, include responsibilities, skills and accomplishments for each position. Use **action** verbs – past tense for jobs previously held and present tense for your current job. (See examples below).

<sup>5</sup> If you have participated in extracurricular activities, such as community service, leadership roles, or exchange programs, dedicate a section to this area. Don’t forget special awards or scholarships received. This sets you apart from other students who don’t have these experiences.

<sup>6</sup> We suggest that you attach a second page that lists four professional references. The people you have listed as references should each have written you a letter of recommendation. Plan ahead and have these letters with you at the time your interview. Since you are a recent graduate, it is recommended that two of the four references be from nursing school instructors. For each reference, list all the information that you might have, including: 1) full name with title, 2) profession and/or their relationship to you, 3) Employer, 4) address, 5) phone number (indicate whether it is home (H), cell (C), or work (W)); and 6) e-mail address.

## Action Verbs

accomplished	demonstrated	increased	recommended
achieved	designed	influenced	reduced
analyzed	determined	initiated	renovated
applied	developed	instructed	reported
arranged	devised	interpreted	researched
assigned	diagnosed	introduced	revamped
assisted	directed	launched	saved
authored	effected	led	selected
coached	established	located	served
communicated	estimated	maintained	set up
compared	evaluated	mastered	solved
compiled	expanded	motivated	streamlined
completed	expedited	negotiated	structured
conducted	facilitated	organized	supervised
controlled	gathered	presented	supported
coordinated	generated	produced	taught
counseled	guided	programmed	took over
created	identified	promoted	trained
defined	implemented	proposed	translated
delegated	improved	provided	updated