



RESUME TEMPLATE

Your Name

Street Address, City State, Zip
Phone, Email

OBJECTIVE

Keep this brief and include a specific specialty

EDUCATION

Chamberlain College of Nursing, City, State
Bachelor of Science in Nursing

Month and Year
Anticipated Graduation

- Honors, Awards or GPA

Other College, City, State
Degree Earned

Date Earned

- Honors, Awards or GPA

CERTIFICATION & LICENSURE

Registered Nurse
BLS

State (IL#XXXX)
American Heart Association

WORK EXPERIENCE (Reverse Chronological Order)

Position Title

Organization/Company City, State

Month and Year

- Include specific details of your most notable accomplishments/responsibilities
- Limit your bullet points to only the necessary accomplishments/responsibilities
- Use action words and ensure proper tense

CLINICAL EXPERIENCE (Reverse Chronological Order)

Facility, Course Name

Unit/Floor and Off Units

MILITARY EXPERIENCE (If applicable)

Branch
Job/Specialty

Discharge Status (Honorable)
Dates

- Include a brief description of your job/specialty as it would relate to a nursing position

VOLUNTEER EXPERIENCE

Organization
Role (Most likely "Volunteer" but if you had a title you should list it)

City, State
Dates

- Include a brief description of the things you did while volunteering

MEMBERSHIPS

Organization/Group Name, Role (i.e. Member, President, etc.)

Date

NOTE: Sample resumes are not provided to scale. It is recommended that you format your resume on an 8.5" x 11" page using 10-12 point font size. For more information, contact your campus career services advisor.