

## FULL NAME

ADDRESS

TELEPHONE CITY, STATE, ZIP CODE

EMAIL

### EDUCATION

Include all higher education degrees that were conferred (or expected to be conferred). Awards and honors can be included under each degree associated with their attainment. Or, you can list them under a separate honors and awards area and combine them with accolades from external organizations. While CV's from other disciplines may list your dissertation advisor or committee members, it is not as common on nursing CV's.

D.N.S.            **Degree Title, Edu-Tech University, May 2012**  
(if applicable) Palmville, CA

Dissertation: (if applicable)

Areas of Specialty: (can include if desired)

Honors/Awards: (departmental awards,  
scholarships, etc.)

M.S.N.            **Degree Title, Edu-Tech University, December 2010**  
Palmville, CA

Master's Thesis: (if applicable)

Honors/Awards: (departmental awards, scholarships, etc.)

B.S.N.            **Degree Title, Institution, Month Year**  
City, State

Honors Thesis: (if applicable) Minor: (if applicable)

Honors/Awards: (such as Summa Cum Laude, departmental awards, scholarships, etc.)

### LICENSURE

Include all licenses and their locations/state. Include your license number.

Example:

- Registered Nurse, California Board of Nursing
- Certified Registered Nurse Practitioner

### CERTIFICATIONS

Include all certifications that are relevant.

### AREAS OF SPECIALIZATION or QUALIFICATIONS SUMMARY

This section is optional. You can provide a general overview here that will tie together all of your experience sections that follow. You can also highlight qualifications that may not be directly apparent. It is recommended that you limit the section to 3-5 statements (in bullet point form) and choose ones that are **most relevant**.

Example:

- "X" years Registered Nurse experience includes: and list your general duties
- Specialize in "Y – use area of specialty" and in utilizing the following technologies: x, y, & z (which relate to your specialty)
- Experienced in developing and delivering multiple training seminars for "X," "Y," and "Z" topics

## PROFESSIONAL EXPERIENCE (or other experience categories – see below)

In this section you can include your professional experiences in clinical and non-clinical settings that are related to nursing. You would not want to include non-nursing related experiences. Some candidates may choose to separate their professional experience into categories (particularly their academic appointments and teaching experience from their clinical and practical experience) and may use the following titles: **Clinical Experience, Management Experience, Consulting Experience, Hospital Appointments, Academic Appointments, Visiting Appointments, Teaching Experience, Research Experience, Military Service, etc.** If you highlight teaching experience, be sure to distinguish between teaching in a classroom setting versus a clinical setting, teaching in continuing education courses, advising and mentoring roles, course/curriculum development responsibilities, and undergraduate versus graduate teaching environments. To showcase your experience you should choose the format and the titles that best describe your accomplishments. Also, you should order the categories on your CV according to your strengths. Use reverse chronology within each experience category to order your individual experiences. The following is an example of how you may structure a work experience.

Example:

### **Position Title, Institution**

Date(s) City, State

Include a brief summary of your responsibilities. For example: Provided support for a community based health organization focused on outreach and prevention. Underneath the brief summary, using bullet points, highlight specific responsibilities you have had, techniques you have used, and other aspects that emphasize your contributions. When possible include numerical data or descriptions that provide the reader with an understanding of the scope of your responsibilities and, where applicable, the results achieved.

- Developed new patient procedures resulting in...
- Implemented new programs focused on...
- Treated “X” critically ill patients per week by...
- Addressed family concerns...
- Coordinated staff...

If you have held **multiple positions at the same institution/organization** you can follow the following format (use reverse chronology). If you choose to use this format all professional experiences in that category should be listed with the institution/organization on the first line and the position title on the second line.

Example:

**Institution/Organization, City, State**

Position Title

Date(s)

Brief description of focus

- Bullet 1
- Bullet 2

Position Title

Date(s)

Brief description of focus

- Bullet 1
- Bullet 2

## PRESENTATIONS AND PUBLICATIONS

If you have many presentations and publications you can separate them into two areas: Presentations

and then Publications – or vice versa. If you have multiple publications you can divide those by: **Journal Articles, Reviews, Abstracts, Books/Book Chapters, Books or Journals Edited, Published Abstracts, Guides and Training Materials, etc.** Typically you should lead with those publications and presentations that are in refereed and notable journals and notable and widely attended presentations. You may choose to separate out or indicate which works are international, national, regional, or state/local. List all publications and presentations in APA format. Be sure to distinguish between publications that are “in press,” have “been submitted,” have “limited distribution,” are “in review,” and are “in preparation.” Additionally, if this section is lengthy, 5+ it is recommended that you include it at the end of the CV so that it does not break up the CV’s flow.

For presentations, if you were invited to speak at an institution you can use this format:

**Invited Speaker, Title of Talk(s)**

Date(s) Name of Institution, Location

### **SKILLS**

You may want to include specialized skills related to nursing (such as suturing, EKG interpretation, etc.) research and laboratory techniques, computer skills, language skills (indicate fluency), etc. You can subdivide this section by topic if it is long. This section is not always used for faculty positions but is helpful if you are applying for a professional position. You can list these skills using bullet points.

### **HONORS AND AWARDS**

This section is optional. You can include those awards (such as fellowships and travel grants) that do not fit in the education section. Typically these awards are substantial awards. If the awards are from another country or not easily understood provide an explanation so that they become meaningful. For example: One of “X” awarded nationally from over “Y” submissions for excellence in “Z.” If you received any teaching or research awards be sure to highlight those. If you have won competitive grants include those in a separate section.

Example:

**Title of Award, Awarding Agency**

Date(s)

Description

### **MAJOR COMMITTEES**

This section is optional. You can include membership in committees at your **hospital, college or university, or in professional organizations** (such as ANA (American Nursing Association), specialty organizations, etc.). Demonstrating participation on and leadership of committees is especially important if you are pursuing employment in higher education and/or health administration. You can structure this section using the format below.

Example:

**Position Title (Member, President, etc.), Committee Name**

Date(s) Organization Name

Brief description of committee’s focus (optional)

### **PROFESSIONAL AFFILIATIONS**

List out the associations of which you are member and the dates of membership. Be sure to include membership in honorary and professional societies. If you have held any leadership positions in the organizations or organized any events as a member you can highlight that here or create a separate section for your leadership activities – it could be labeled “Professional Activities” and could precede Professional Affiliations. Or, you may decide to include these activities in the “Major Committees” section.

Example:

**Association**

Date(s)

## REFERENCES

References can be included here or on a separate sheet of paper. If your references are recognizable in your field, it may be best to include them on your CV.

Example:

**Name, Title**

Contact Information

(Typical contact information includes: institution name, phone number, and email address.)

### **Other Categories You May Want To Include:**

In addition to the categories listed above, you may want to include some of these categories if they correspond to your strengths and are relevant. Order these additional categories on your CV according to your strengths.

- Educational and Training Experiences:
  - f* Include completed certification programs, not continuing education hours.
  - f* Include relevant clinical experiences if not listed previously.
- Public/Community Service
- Teaching Interests:
  - f* Typically only provided when applying for faculty positions and includes the specific areas you enjoy teaching and the areas that you would like to teach.
  - f* It may also include particular courses that you would like to design and offer.
  - f* Any new areas of coursework should relate in some way to the position that you are applying for and the departmental and institutional mission.
  - f* This section can be in paragraph form or in bullet points.
- Research Interests:
  - f* Typically only provided when applying for faculty positions and/or research positions and includes the specific areas you intend to research in the future.
  - f* These research interests should be related in some way to the position that you are applying for and the mission of the institution.
  - f* This section can be in paragraph form or in bullet points.
- Continuing Education (include courses taken during the past two years)
- Administrative Experience or Academic Service:
  - f* Do not include teaching & research experience in this category.
- Competitive Grants Won or Grant Support:
  - f* Include the amount funded and the name of the principal investigator.
  - f* This section is particularly important if you wish to pursue a research career.
- Languages and International Travel
- Additional Information
  - f* Include any information that you feel is important for the employer to know.
  - f* If there is anything on your CV that may lead employees to think that you do not have U.S. Work authorization and you have permanent residency or U.S. Citizenship you may want to indicate that.