

**Tip:** .75 or 1" margins on all four sides. These grey-shaded tip boxes and arrows can be removed by right-clicking on the edge of the box or arrow and pressing the delete key.

**Full Name (14B)**

Address, City, State, Zip (12)  
Home Phone • Cell Phone • E-mail

**Objective/Profile/Patient Care Philosophy (select one, optional category) (14B)**

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Text.... (12 Point)

**Important:** Be consistent.  
Names of degrees, states, and dates should be spelled out or abbreviated throughout the resume.

**Education (14B)**

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B.S.N. or Bachelor of Science in Nursing, D'Youville College, Buffalo, New York, Month, Year, GPA (if 3.0 or higher)

Name of Additional Degrees, College, City, State, Graduation Month, Year, GPA (if 3.0 or higher)

**Honors/Scholarships (if applicable)**

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Name of Scholarship, Year

**Tip:** Create simple lines under the text of the headings. In Word 2007, place cursor anywhere on the line of text and click "bottom border" on the far left bottom row of the paragraph section on the tool bar. This method takes up the least amount of valuable space.

**Languages (if applicable to the position)**

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Name of Language (Fluent/Conversational)

**Clinical Experience (you can list clinical experience by specific subcategories)**

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**Medical Surgical (12B) – (Example)**

Name of Clinical Site, City, State, Dates

- Independently managed a caseload of (#) adult inpatients and implemented therapeutic interventions, such as \_\_\_\_\_, diagnosis included CVA, functional decline, and total hip replacements
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- 
- 

**Obstetrics/Gynecology**

Name of Clinical Site, City, State, Dates

- Detailed description
- 
- 
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**Pediatrics**

Name of Clinical Site, City, State, Dates

- Detailed description
- 
- 
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**Tips:**

- Sub-categorize all clinical experience before you begin this section.
- Combine clinicals if you have completed more than one in same area.
- Lead with your priority clinical.
- Make every word count.
- Use action verbs to describe your experience.
- Show rather than tell how good you are.

## Full Name

### Nursing Experience or Related Experience (select one)

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Name of Hospital, City, State, Dates

- You can combine descriptions from two or more position titles.
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Name of Hospital, City, State, Dates

- Detailed description
- 
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### Additional Experience

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Position Title, Name of Place, City, State, Dates

- Detailed description
- 

**Tip:**  
Review and prioritize  
each optional category  
selection.

### Optional Categories for All Majors: (if applicable)

**Leadership Experience** – (paid or unpaid) e.g. tutor, counselor, or music teacher

**Certifications** – include all relevant certifications, must be current/up-to-date

**Licensures**

**Campus Involvement** – list name of club, year(s)

**Community Service** – paid or unpaid, it shows you have hands-on experience

**Mentoring**

**Professional Development** – e.g. workshops, seminars, in-service presentation

**Accomplishments or Achievements**

**Awards**

**Athletics**

**Computer Software or Technology** – list of software

**Cooperative Education**

**Service Learning**

**Research and/or Additional Graduate Course Work**

**Professional Affiliations/Memberships** – list membership, include year(s)

**Internships**

**Study Abroad and/or International Experience**

**Practicum**

**Publications**

**Special Interests** – related to your career field

**Fellowships and Grants**

**Willing to relocate**

**Include Any Additional Relevant Categories**

#### Important Reminders!

- Use a simple font style
- Remove footer text from this template
- Use Spell Check!
- Do not staple résumé pages together
- Use higher quality résumé paper