

Font Styles: Times
New Roman or Arial

1" margins on
entire document

Font Size for
Name: 14-18

FIRST NAME LAST NAME

Address • City, ST Zipcode • Phone number • email

Font Size for Body of
Resume: 11-12

OBJECTIVE

To obtain theposition athospital

Use clear, concise
objective

EDUCATION

Associate Degree in Nursing
Northeast Community College School of Nursing, Norfolk, NE
Degree to be conferred Date
GPA: 3.6

Only include GPA if
3.0 or higher

Medical Honor's Scholarship
School of Nursing Student of the Month - Date

CERTIFICATIONS: CPR, AED, First Aid, Med Aid

CLINICAL EXPERIENCE

Position/Department

Employer, City, ST

-
-

Start each description
with a strong action verb

Dates

Position/Department

Employer, City, ST

-
-

Dates

Position/Department

Employer, City, ST

-
-

Dates

List jobs - most recent first

RELATED EMPLOYMENT

Certified Nursing Assistant (CNA)

Providence Medical Center, Wayne, NE

- Assist patients with daily activities and answer patients' call signals
- Observe patients' conditions, measuring and recording food and liquid intake and output
- Record and obtain vital signs from patients
- Bathe, groom, shave, dress, or drape patients to prepare them for surgery, treatment or examination
- Communicate and inform nurses and doctors of patients' situations

Month Year - Present

Watch verb tenses—use present
tense if still at job/past tense if not.

OTHER EMPLOYMENT

Line Staff
Northeast Nebraska Juvenile Services, Inc., Madison, NE

Month Year – Month Year

Support Staff
Sunrise Place, Norfolk, NE

Month Year – Month Year

Second page should at least have your name and page 2, or can use same heading as Page 1.

FIRST NAME LAST NAME

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REFERENCES

First Name Last Name
Employer
Address
City, ST ZIP
Phone
Email

First Name Last Name
Employer
Address
City, ST ZIP
Phone
Email

First Name Last Name
Employer
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Ask references before using and ask where they wish to be contacted (home or work). Avoid using relatives as references

OTHER TIPS:

- All resumes are different....choose a format that works for YOU!
- **Sections of resume may vary (i.e. you may have Qualifications, Profile, or Relevant Coursework, Special Projects, Job Shadow, Affiliations, Certifications, Technical Skills, Workshops, Training, Honors, Activities, Volunteer, etc.)** *Be sure to showcase your skills!*
- Avoid using a resume template or Wizard format!
- Refer to job description to pull out key words
- Avoid the use of "I" or first person
- Use bold, italics, and bullets to draw attention to important items
- Appearance should be professional and "clean" looking with no spelling or grammatical errors
- Layout of resume should be easy to read with proper spacing between sections
- Don't list age, race, gender, marital status or religious affiliation
- List job description items in order of importance (i.e. if waitress, list customers service skills before cleaning tables)
- Use 20-24 pound paper in conservative color (white/ivory/gray) • If possible, use matching envelope
- Always have at least one person review your resume before sending.
- Keep a copy for your records and follow up with the employer if needed.