

Sample Nurse Practitioner Resume Format

0.75"-1" even margin on all sides
(you can also use a temporary and permanent address)

Name

Address

Telephone

E-mail (make sure it is conservative)

(for name and all major categories use
**14-font, bolded; for everything else
use 12-font regular)**

***Double Space between each major category**

Objective (optional)- States the position you are looking for. It must be job specific.

OR

Profile (optional)- Powerful statement that sums up your character, education and related experiences. It must be concise and specific to your chosen field.

*Also, you may choose to leave off the objective or profile, and target each cover letter to the position opening. You can also include an objective and a profile that relates to the position you are applying for.

Patient Care Philosophy (optional)

Education

List Degree Program, College, Location, Graduation month and year, GPA (optional if it is 3.0 or higher). If you have additional degrees, double-space and list with the same format.

Thesis or Research Project (12-font, bolded) - can go under degree or keep as a separate heading. List title of thesis or research project. Single space and 12-font.

Honors/Scholarships (optional)

List the honor and year you received it. Lead with the most recent first.

Languages (optional)

You may include first, before your clinical rotations, if applicable to your job target.
e.g. Fluent in Spanish.

Clinical Practicums

You can list your practicums to focus on your specific position goal.

e.g.

Pediatrics (12-font, bolded) If you completed more than one rotation in the same area, you can group them together and describe both experiences or you can keep them separate.

Title of Hospital or Facility, Location, Dates (right or left depending on preference)

- Focus on your client assessment and management skills
- Describe specific patient populations you have treated and include examples of diagnosis
- Be specific regarding treatments and give examples when applicable
- Show rather than tell your experience
- What did you learn, develop, or teach to patients and their families?

Women's Health Care (12-font, bolded)

Title of Hospital or Facility, Location, Dates (right or left depending on preference)

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-
-
-

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Name (14-font, bolded)

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Adult Health (12-font, bolded)

Title of Hospital or Facility, Location, Dates (right or left depending on preference)

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*You may also describe additional clinical experience under subcategories. They can be included under the category of **Nursing** or **Professional Experience**.

e.g.

Nursing Experience You can combine descriptions from two or more position titles.

Nursing Supervisor, Hospital, Location, Dates (right or left depending on preference)

Nurse Manager, Hospital, Location, Dates (right of left depending on preference)

(Single space between all subcategories if you use this example)

Management/Organizational Skills (12-font, bolded)

- Focus on skills related to your career goal
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-

Clinical Skills (12-font, bolded)

- Give specific examples of your high level skills and abilities
-
-
-

Patient/Family Teaching (12-font, bolded)

- Describe the population, topics, and wellness related causes or seminars
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-
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Additional Work Experience This section can include nursing or other positions. They can be related or unrelated if they demonstrate transferable skills. You can list by title, employer, location, and date only with an indented bulleted description.

*See **Related Experience** or **Community Involvement** sections and include here if applicable to your job target. Use the same format as you used for the Work Experience category.

Please note that the suggested length is no longer than 2 pages for a resume. There are a few exceptions to this rule. This sample resume has more information than 2 pages in order to give a better overview of possible categories and descriptions.