

Sample Registered Nurse 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 font size 14 bold for everything else use font size 12 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 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.

Education

List Degree Program, College, Location, Graduation month and year, GPA (is 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 can go under degree or keep as a separate heading. List title of thesis or research project. Single space and font size 12 bold.

Honors/Scholarships (optional)

(Double Space between each major category and the category's text)

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

Languages Bold 14 Font (optional)

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

Clinical Experience (Bold 14 font)

(Double-space here) You can list your clinical experience by specific subcategories

e.g.

Medical Surgical (Bold 12 font) 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)

- Use action verbs to begin sentences
- Focus on the populations you have treated and include the 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?

Obstetrics/Gynecology (Bold 12 font)

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

-
-
-
-

Pediatrics (Bold 12 font)

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

-

Sample Registered Nurse Resume Format

Name

Pg. #

-
-
-

Work Experience or Additional Nursing Experience

Include part-time and full-time positions not directly related to your major/job target

Title, Employer, Location, Dates (right or left depending on preference)

- Position description

*See **Related Experience** or **Community Involvement** sections and include here if it's 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 few exceptions to this rule, however, they do exist. This sample resume has more information than 2 pages in order to give a better overview of possible categories and descriptions.**

Sample Registered Nurse Resume Format

OPTIONAL CATEGORIES

*Select the ORDER you believe is most important

***Double space between major categories**

Professional Experience

***Related Experience** (paid or unpaid)

Relevant to your major.

Leadership Experience (**paid or unpaid**)

Certifications

Include all relevant certifications Name (eg. First Aid, OSHA) Year(s) (eg. 1999-present)

Campus Involvement

List the name of the club or activity and the year(s) you were participating.

*Community Involvement

Volunteer, organization and the year(s) you volunteered. Unpaid experience is as valuable as paid, and this section can be used at work or related experience if it shows you have hands-on experience

International Experience

Languages

List the name of the language(s)

Computer Skills

List programs, _____ , _____

Professional Development

e.g. workshops, seminars, in-service presentations.

Professional Affiliations

List membership and include year(s)

Special Interests

Related to your career field.

References available upon request (optional)