

## **NURSING RESUME - RECOMMENDED GUIDELINES**

*Guidelines are written below & the text in boxes are the samples of what to write on your resume*

### **Presentation/Formatting**

- A 1 page resume is recommended; if you need to use 2 pages (i.e. you are a graduate student or are pursuing a second degree & have a significant amount of work experience), at least fill 1.5 pages completely
- Consistent font type and size throughout (minimum 10 and maximum 12) except name which may be larger
- Suggested fonts include Times New Roman, Arial and Garamond
- Be consistent in the use of bold and italics (i.e., all organization/company names in bold and titles in italics)
- Margins on all sides should be consistent. .5 minimum- 1" maximum
- Use bullet points (no dashes or arrows) and make sure all bullets and type are consistently aligned
- Do not put periods at the end of bulleted accomplishment statements as they are not sentences
- When an accomplishment runs onto a second line, make sure the lines are balanced rather than having one long line and just a few words on the following line (accomplishment statements should generally be 1 line)
- Do not include a logo, picture or graphics; keep your text black
- Use proper spelling and grammar throughout (in addition to using Spellcheck, have someone proof a hard copy of the resume)
- When attaching to an e-mail, save the resume as a PDF so the formatting stays the same

### **Personal Information**

- Name should be larger and may be in all caps
- Use current address; address should not be abbreviated (St. should be Street, Apt. should be Apartment, etc.)
- Only list one cell phone number - 908-xxx-xxxx. E-mail – while a student, use your SHU email address, upon graduation switch to a professional e-mail address
- The contact information may be on one to four lines depending on space availability

### **Objective (OPTIONAL)**

Use the Objective as an opportunity to tell the employer what you are looking for as well as what you can offer. You do *not* want to be too general (i.e. to gain experience with a growing organization)

#### **OBJECTIVE**

To obtain a position as a Registered Nurse in the Medical-Surgical Unit at Christ Hospital.

### **Education**

- Do not include high school (except freshmen who may include this information, depending on experience)
- Include the School and the Degree; Bachelor of Science in Nursing (if you have a second degree, you can list it below SHU)
- If you have another Bachelor or Associate Degree, you should list this underneath the Seton Hall Bachelor of Science
- Include graduation date only (not a date range); GPA should be listed if it is above a 3.0
- Study abroad experiences can be listed under Education (or in a Leadership Experience section for example)

#### **EDUCATION**

<b>Seton Hall University</b> , South Orange, NJ	May 20xx
Bachelor of Science in Nursing	GPA 3.5
<b>Essex County College</b> , Newark, NJ	May 20xx
Associate in Science in Biology/Pre-Medicine	GPA 3.3

### **Honors & Awards**

- Only create a separate Awards section if you have two or more awards; otherwise include under appropriate entry (i.e., in the Education section for scholarship or Dean's List)
- Include date or date ranges received - For honor societies, include date of induction

#### **HONORS AND AWARDS**

Golden Key International Honor Society - Seton Hall University Chapter	August 20xx – Present
Dean's list, all semesters	August 20xx – Present

## Certifications & Licensures

- Include all certifications necessary to be a nurse as well as those extra you received for positions in medical field.

### CERTIFICATIONS

State of New Jersey Licensure, License # 123456789

Valid June 20xx – May 20xx

American Heart Association Health Care Provider and CPR Certificate

Valid January 20xx – April 20xx

## Experience

- You can have various “Experience” sections including: Clinical, Relevant, Professional, Leadership, etc.
- You can include all work experience and internships regardless of whether they are paid or unpaid
- Do not use personal pronouns (I, My, etc.)
- Bullet points should begin with action verb (i.e., Managed, Created, etc.)
- Use consistent verb tenses – past experiences should be in past tense; present experiences in present tense
- Put jobs in reverse chronological order (start with most recent)
- Only include city, state in locations, not the complete address

### RELEVANT EXPERIENCE

**Seton Medical Center**, South Orange, NJ

September 20xx- May 20xx

*Registrar and Switchboard Operator*

- Documented patient demographics and compiled insurance information
- Registered patients for Inpatient, Outpatient, Same Day Surgery, and Emergency Room
- Answered the main phone line and directed calls, called codes, and paged overhead

### CLINICAL EXPERIENCE

**Medical-Surgical, Hackensack University Medical Center**, Hackensack, NJ

September 20xx – December 20xx

- Administered medications using pumps; assisted RN with preparing patients for cardiac catheterizations; monitored for medication side effects; assessed wound sites and performed dressing changes
- Assisted with blood administration; assessed arteriovenous shunts; reported significant findings to the RN

**Adult, Overlook Medical Center**, Summit, NJ

January 20xx- May 20xx

- Administered oxygen therapy, medications, bed baths, wound care, Foley catheters, and assisted in ambulation
- Completed head to toe assessments, monitored vitals, charted for adult patients

### PROFESSIONAL EXPERIENCE

**Trader Joe’s**, Bayonne, NJ

September 20xx – Present

*Crew Member*

- Organize and provide exceptional quality control to ensure company policies and standards
- Train team of new employees in computer systems and store policies
- Maintain successful GPA and full academic workload while working twenty hours weekly

## Leadership Experience / Memberships/ Volunteer Experience and/or Activities

- These sections can be combined or separated depending on the amount of information, relevance and space available
- Include titles, dates and use reverse chronological order
- Bullet points can be added if you want to showcase a key accomplishment

### ACTIVITIES

**Student Nursing Association**, Member

January 20xx – Present

- Coordinate team for March of Dimes consisting of 25 members raising over \$3000

**Orange Health Clinic**, Orange, NJ

October 20xx – January 20xx

- Administered Flu Shots during annual outreach Flu Clinic for underserved populations
- Volunteer Captain for Seton Hall Nursing Students Team spearheading student fundraising efforts

## Skills

- Include computer, language, certifications/licenses IF IT IS JOB RELATED
- Do not list only “Microsoft Office”; spell out Microsoft Excel, PowerPoint (all one word), Word, Access, etc.
- Only list language skills if you are fluent and confident speaking or writing the language
- Do not include attributes such as hard working, motivated, etc. OR skills such as analytical, planning or interpersonal

### SKILLS

Technical: Proficient with Microsoft Word, Excel, and PowerPoint; MedRx, Picis, and Sunrise documentation softwares

Language: Fluent in Spanish

## References

Do not list references or include the phrase “References Upon Request”. References go on a separate document – not your resume.

# GEORGE NURSE

555 Main Street, South Orange, NJ | nurse.resume@student.shu.edu | 973-123-4567

## EDUCATION

**Seton Hall University**, South Orange, NJ  
Bachelor of Science in Nursing

May 20XX  
GPA: 3.5

## HONORS AND AWARDS

University Scholarship, Seton Hall University  
National Collegiate Scholar  
Dean's List

August 20XX - Present  
August 20XX – Present  
All semesters

## CERTIFICATIONS

State of New Jersey Registered Nurse Licensure  
First Aid and Cardiopulmonary resuscitation (CPR) Certificate, American Heart Association  
Basic Life Support (BLS) Certificate, American Heart Association

Valid May 20XX - June 20XX  
April 20XX  
March 20XX

## RELEVANT EXPERIENCE

**Shadow Willow Retirement Community**, Orange, NJ  
*Assistant*

May 20XX – Present

- Care for eight to twelve patients on sub-acute, dementia, and long term care units
- Fed, bathed, clothed, and toileted patients
- Assisted patients with medication reminders and physical therapy exercises

**Overlook Medical Center and Atlantic Neurosurgical Specialists Office**, Summit, NJ  
*Atlantic Neurosurgical Intern*

September 20XX - January 20XX

- Observed neurosurgeons perform craniotomies, laminectomies, and a series of other operations in the operating room and various neurological assessments in the office
- Met with floor nurses and discussed patient's vitals and history and assisted in documentation of patient care
- Interpreted Magnetic Resonance Imaging (MRI) and computerized tomography (CT) scan results alongside the neurosurgeon

**Butler First Aid Squad**, Butler, NJ  
*First Responder*

April 20XX - May 20XX

- Facilitated monthly meetings and training exercises as President of the Teen Squad for two years
- Responded to medical emergencies and ensured patients were calm and comfortable during transportation to hospital
- Monitored vital signs, assisted in bandaging, suctioning, and splinting, and documented patient's charts

## CLINICAL EXPERIENCE

**Acute, Valley Hospital**, Ridgewood, NJ

January 20XX - April 20XX

- Performed blood transfusions as well as IV and oxygen therapy
- Practiced techniques for chest tube management and how to interpret an ECG

**Pediatrics, St. Barnabas Medical Center**, Livingston, NJ

January 20XX - April 20XX

- Bathed, fed, suctioned, and administered oxygen and IV therapy in pediatric patients

**Adult, Jersey Shore Medical Center**, Neptune, NJ

August 20XX - December 20XX

- Administered bed baths, enemas, wound care, head to toe assessments
- Completed dressing changes and charting in adult patients

## LEADERSHIP EXPERIENCE

**Housing and Residence Life**, Seton Hall University, South Orange, NJ  
*Resident Assistant*

August 20XX – Present

- Develop a positive environment among residents by enforcing university policies
- Initiate and manage programs that promoted social and academic growth

## VOLUNTEER EXPERIENCE

Division of Volunteer Efforts (DOVE), Seton Hall University, South Orange, NJ  
Orange Health Clinic, Orange, NJ

September 20XX – Present  
October 20XX – December 20XX

## MEMBERSHIPS

American Nurses Association, *Member*  
Student Nurses Association, *Member*, Seton Hall University

August 20XX – Present  
August 20XX – Present

**SKILLS**: Proficient in Microsoft Word, Excel, and PowerPoint