

JANE DOE

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SUMMARY OF QUALIFICATIONS

- Confident decision maker with strong critical thinking and organizational skills
- Detail oriented, recording need information accurately and updating reports efficiently
- Effective communicator, building rapport easily with patients from diverse backgrounds
- Team-oriented and personally motivated to succeed and meet goals of the organization

EDUCATION

Murray State University; Murray, KY | *Bachelor of Science in Nursing*; Dec 20XX

- GPA: 3.49 | Dean's List: Five (5) semesters
- Advanced Cardiovascular Life Support (ACLS) Certification
- Pediatric Advanced Life Support (PALS) Certification

PROFESSIONAL ACTIVITIES

Kentucky Association of Nursing Students (KANS)
National Student Nurses Association (NSNA)

EVIDENCE BASED PROJECTS

Exploring Errors in 8-hour & 12-hour Work Shifts: Presented Apr 12, 20XX
Changing Concept of Sudden Infant Death Syndrome: Presented Dec 2, 20XX

CLINICAL EXPERIENCE

Advanced Adult Health Clinical (90 hrs); Spring 20XX | *Lourdes Hospital*; Paducah, KY
Psychiatric Clinical (45 hrs); Spring 20XX | *Western State Mental Hospital*; Hopkinsville, KY
Pediatrics Clinical (45 hrs); Spring/Fall 20XX | *St. Jude Children's Research Hospital*;
Memphis, TN
Adult Health Clinical (180 hrs); Spring 20XX | *Western Baptist Hospital*; Paducah, KY
Basic Clinical (24 hrs); Spring 20XX | *Murray Calloway County Hospital*; Murray, KY
Obstetrical Clinical (45 hrs); Fall 20XX | *Murray Calloway County Hospital*; Murray, KY

EXPERIENCE

Vanderbilt University Medical Center, Nashville, TN | *Practicum*; Aug 20XX – present

- Monitor, record and report symptoms or changes in patients' conditions
- Maintain accurate, detailed reports and records
- Prepare patients for and assist with examinations or treatments

Owensboro Medical System; Owensboro, KY | *Materials Specialist*; May – Aug 20XX

- Compiled materials into case carts for surgeries and put away materials not used
- Checked packages for expired materials

Charge Capture Technician; Summer 20XX

- Scanned surgical charge sheets

Pet Food Center; Owensboro, KY | *Assistant Manager*; Nov 20XX – Nov 20XX

- Managed five (5) staff per shift
- Ordered stock/supplies and unloaded supply trucks
- Compared receipts with original orders and shipment for errors

You may use two fonts, one for headers and the other for content. They should be common enough that they appear on every computer.

Consider including professional and/or honor society memberships in your Education section if there are not enough to warrant a separate section or you don't have room for a separate section.

For nursing and education majors, we recommend that clinical and practicum experience (short term assignments) be listed this way without bullets.

Longer term experience would be listed in an Experience section with bullets.