


NURSING

RESUMES

CAREER SERVICES

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Revised 6/10

Sample Resume – Name, contact information, and certain other information are fictional

SUSAN WEST

123 N. 42nd St., Denver, CO 80220

303-111-1111

swest@email.com

OBJECTIVE Entry-level registered nurse position

EDUCATION **Bachelor of Science in Nursing**, expected May 2011
Regis University, Denver, CO
▪ 3.8 GPA; Dean's List
Bachelor of Science in Biology, May 2010
University of Colorado, Boulder, CO
Associate in Applied Science in Medical Lab Technology, May 2005
Arapahoe Community College, Littleton, CO

HEALTHCARE SKILLS / CLINICAL EXPERIENCE

- Conejos County Nursing Services, La Jara, CO (Community Health)
 - Developed brochure for teaching parents about safe infant and child car seat usage approved by facility administrators for distribution county-wide.
- Denver Health, Denver, CO (Obstetrics and Gynecology, Mental Health)
 - Gained extensive experience in patient care focused on accurate assessment, implementation, and evaluation of individual outcomes.
- Lutheran Medical Center, Denver, CO (Adult I)
 - Given intensive training for bedside care, treatment, and clinical documentation on busy medical-surgical floor that offered challenging opportunities to develop and apply sound clinical reasoning and decision-making skills.
- Presbyterian/St. Luke's Hospital, Denver, CO (Adult II)
 - Earned reputation for superior service delivery and effective collaboration with nursing staff.
- St. Anthony's Central Hospital, Denver, CO (Telemetry, Cardiac ICU)
- The Children's Hospital, Denver, CO (Pediatrics)

RELATED WORK EXPERIENCE

Veteran's Hospital, Denver, CO 2004-Present

Laboratory Assistant Supervisor 2007-Present

- Acknowledged by department head in annual review for exceptional performance in supervising and providing instruction to five laboratory assistants to maintain both high quality and quantity in work product related to preparing media, specimens, and performing routine analysis.
- Promoted to supervisor based on demonstrated mastery of laboratory procedures and effective use of communication and interpersonal skills with staff and management.

Laboratory Assistant 2004-2006

- Selected to instruct more than 50 staff members from several departments in use of autoclaves, automatic pipette sterilizers, balances and PH meters.
- Routinely performed examinations and analysis of blood and spinal fluid, and prepared a wide variety of culture media solutions for laboratory testing.

FOREIGN LANGUAGE

- Fluent in written and conversational Spanish

LINDA SANCHEZ, B.S.N., M.S.N.

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303-123-1234

lsanchez@email.com

PROFESSIONAL SUMMARY

Nurse manager with more than five years' experience in supervising medical/surgical and coronary care units in major metropolitan hospital. Accomplished in providing effective leadership and supervision in busy clinical settings and in collaborating with senior managers and staff to develop and achieve unit goals focused on delivering superior patient care.

HEALTHCARE EXPERIENCE

City Hospital, Denver, CO

June 2000 to Present

Nurse Manager, Medical/Surgical Unit

June 2006 to Present

- Managed total nursing care regimen in 44-bed combined post-intensive-care and medical-surgical units with 24-hour accountability
- Developed unit goals and objectives and successfully implemented strategies to meet them, including strategy designed to retain experienced nurses that reduced nursing staff turnover by 18% within one year
- Collaborated with clinical and staff development personnel to streamline new nurse orientation process that measurably improved new employee retention of key operational information
- Created 10-page pamphlet to provide instructional guidance to patients on post-op care following routine orthopedic surgeries, approved by clinical and senior nursing staff for use in unit

Nurse Manager, Coronary Care Unit

January 2004 to June 2006

- Managed total nursing care regimen in eight-bed unit
- Acknowledged by hospital's nurse director for exceptional performance in providing effective leadership and supervision over unit's nursing staff and superior care to patients

Staff Nurse, Medical/Surgical Unit

June 2000 to December 2004

- Provided comprehensive care in busy, 19-bed medical/surgical unit to patients with medical emergencies, trauma, and surgical interventions
- Consistently received superior performance reviews for care given to patients and skill in demonstrated with patients and their families in handling emotional issues associated with critical care
- Promoted to nurse manager based on proven nursing skills, ability to effectively manage multiple critical care tasks, and leadership rapport developed with nursing colleagues

EDUCATION

REGIS UNIVERSITY, Denver, CO

Master of Science in Nursing, December 2009

Bachelor of Science in Nursing, May 2000

- GPA 3.8 / 4.0 Scale; Dean's List, four semesters
- Awarded Research Assistant Scholarship

Sample Resume – Name, contact information, and certain other information are fictional

Martin Smith

1234 Main Street, Denver, CO 80000

303-567-8910

msmith@email.com

OBJECTIVE Entry-level registered nurse position

EDUCATION

Regis University, Denver, CO
Bachelor of Science in Nursing, expected May 2011

- GPA 3.50 / 4.0 scale

University of San Francisco, San Francisco, CA
Bachelor of Arts in Social Sciences, May 2002

- Graduated *Magna Cum Laude*
- Dean's List

SKILLS SUMMARY

Healthcare Skills / Clinical Experience

- Conejos County Nursing Services, La Jara, CO (*Community Health*)
 - Collaborated in developing bilingual information sheet on child immunization ultimately distributed to five-county area.
- Denver Health, Denver, CO (*Obstetrics and Gynecology, Mental Health*)
- Lutheran Medical Center, Denver, CO (*Adult I*)
 - Acknowledged by supervisor for strong interpersonal skills and ability to quickly develop effective clinical relationships with patients.
- Presbyterian/St. Luke's Hospital, Denver, CO (*Adult II*)
 - Worked collaboratively with interdisciplinary team of physicians and nurses to deliver high-level of care to patients in 30-bed medical-surgical unit.
- St. Anthony's Central Hospital, Denver, CO (*Telemetry, Cardiac ICU*)
- The Children's Hospital, Denver, CO (*Pediatrics*)
 - Received extensive training in use of computer charting system to generate and interpret patient charts.
- Achieved certified trainer status in basic outdoor first-aid for High Sierra Adventure Leader Training program, an internationally recognized leadership training program in California.

Interpersonal and Communication Skills

- Mediated conflict resolutions between co-workers and volunteers for youth development non-profit organizations.
- Developed and wrote proposals for eight major community development projects approved by senior management with only minor changes, including leadership training program that gained international recognition.
- Consistently met and often exceeded recruiting goals for volunteers on more than 20 major projects.

Organizational Skills

- Organized major university campus-wide events for up to 450 guests, including new student orientation and annual student and alumni dinner and dance.
- Organized major state-wide, combined education/recreation programs involving more than 75 youth groups in California, including California Youth Festival and Adventure Quest 2007.

Management Skills

- Managed section of 5 to 10 staff members responsible for supervising 500 community service volunteers.
- Developed and implemented volunteer reward program that substantially reduced rate of community service volunteer attrition.

EMPLOYMENT HISTORY

Red Rocks Community College, Denver, CO August-December 2009
Laboratory Assistant

Bay Area Youth Association, San Francisco, CA September 2005-January 2009
Manager, Adventure Team

Western States Youth Movement, Oakland, CA September 2002-September 2005
Senior Youth Officer

VOLUNTEER EXPERIENCE

Exempla Lutheran Medical Center, Emergency Department August 2008
Volunteer

American Red Cross Humanitarian Program August 2004
Project Manager

FOREIGN LANGUAGE

- Intermediate proficiency in written and conversational Spanish

AWARD

- Received Outward Bound – National Youth Council award for leadership contributions to national youth convention, December 2004.