



## SAMPLE RESUME

**First name, Last name, (Credentials - MSN, RNC)  
Address, City, State, Zip  
Home Phone, Home Cell, Home Email**

### **PROFESSIONAL EXPERIENCE**

*(Dates Employed) Aug 20\_\_ - Present                      Hospital Name, City, State and Job Title*

Describe responsibilities and scope of role in a narrative/paragraph format of current or most recent position. You should list the hospital or program bed size, births per year, level of care, budget amount you had, and the number of employees (FTEs) you managed, budget amount and who you reported to.

- Highlight accomplishments using the bullet format
- Use action words to maximize the impact
- Be concise, remove all unnecessary words and phrases
- Include specific results of your actions or decisions
- Highlight accomplishments - do not just list duties and responsibilities
- What did you achieve? - use numbers and percentages to quantify results
- Devote more information for more recent and more responsible jobs
- Use three to five bullets for most recent two positions
- Repeat overview of role and accomplishments for each position
- Be sure to account for any gaps due to raising children, pursuing education, illness.

### **EDUCATION** (list highest/most recent first)

- Degree Earned or Major, Institution Name, City and State, years attended or year graduated
- Education details should be on the last page, but be sure to have your degrees/certifications behind your name at the top of the 1<sup>st</sup> page of your resume
- Describe honors / certifications here

### **MEMBERSHIPS**

### **RECENT PUBLICATIONS**

### **PROFESSIONAL PRESENTATIONS**

### **LICENSURE (INCLUDES** all licenses past and present)

- Create bullets of significant achievements in these areas

### **ADDITIONAL INFORMATION**

- All additional pages should have a heading and page number
- Do not list references
- Do not give reasons for leaving a previous position
- Do you provide salary information