

YOUR NAME AND CREDENTIALS

City, State | 555-555-5555 | Email@address.com | LinkedIn Profile URL

Professional Summary

Concise and quantifiable (measurable) opening statement to grab the reader's attention, proclaim your qualifications, and establish your value and suitability for the role; 3-5 sentences, max!

Relevant Nursing Skills

A bulleted list detailing relevant skills in which you are proficient (no more than 6), taken from the job description.

- Most relevant skill – description of skill
- Other relevant skill – description of skill
- Other relevant skill – description of skill
- Other relevant skill – description of skill

Work History (most recent first)

Include keywords directly from the job description and be sure to use action verbs when describing primary duties.

Role - Employer; Location
Primary Duties

Dates

Role - Employer; Location
Primary Duties

Dates

License & Certifications

License and License Number
State
License Status (active or not)

Date license expires

Certification
Organization

Date certification expires

Education

Highest Degree
School/Institution; Location

Dates

Other Degree
School/Institution; Location

Dates

Awards & Affiliations

Award
Organization

Date

Membership

Date