

## Functional Resume Template

# YOUR NAME AND CREDENTIALS

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

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### Professional Summary

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*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.*

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

### Work History

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

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**Role** - Employer; Location  
Primary Duties

Dates

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Primary Duties

Dates

### License & Certifications

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

Date license expires

**Certification**  
Organization

Date certification expires

### Education

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**Highest Degree**  
School/Institution; Location

Dates

**Other Degree**  
School/Institution; Location

Dates

### Awards & Affiliations

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**Award**  
Organization

Date

**Membership**

Date