

# First and Last Name

Contact Information (city and state, phone, email)

## Professional Summary (optional; can define resume)

The professional summary gives employers a brief professional history that summarizes your key qualifications and provides a snapshot of your professional identity and value. This section helps emphasize specialty interest, education or work goals, and long-term work experiences. It is usually two to four sentences in length and should be customized to the job for which you are applying. Although this section is optional, a well-written professional summary can greatly elevate the quality of your resume.

## Education

Name of educational institution, city and state, and the year you obtained your degree (year is optional if you have significant work experience). This is also a great place to note academic achievements such as honors program participation, an outstanding GPA or making the Dean's List.

## Professional Experience

**Role | Employer | City, State | Dates Worked**

- In three to five bullet points, use action words and complete phrases to describe the responsibilities and skills utilized in the job/unit. Start each phrase with a strong action verb and explain the actions you took instead of simply listing job duties.

## Clinical Experience (similar format to work experience)

**Role | Hospital | City, State | Dates Worked**

- In three to five bullet points, use action words and complete phrases to describe the responsibilities and skills utilized during each clinical.

## Certificates/Licensures/Awards (as applicable)

(Listed)

## Publications (as applicable)

(Listed)

## Volunteer Experience/Campus Involvement (as applicable)

Name of organization, role (skills are optional, if listed, only 1 or 2), dates

## Tips:

- Use a simple font and consistent formatting. Do not use any photos or graphics.
- One page is standard, although it is fine to go beyond one page to show related experience, especially as you progress in your career. Use the proper length to clearly and **concisely** show your qualifications.
- Use past tense for all tasks (jobs, volunteer opportunities, etc.) that have concluded and current tense for those that are still active.
- Education can be listed above Work Experience for those with little related work experience, as the top of the resume is viewed first, and helps recruiters decide if they should continue reading.
- In each section, list most recent accomplishments/education/work experience, etc. first, followed by more dated experiences.
- In the education section, only list undergraduate degrees and above.
- Graduation year, if recent, explains a lack of work experience; graduation year is not necessary if there is significant related work experience.
- The header should be consistent with the header on your cover letter and any other application documents that you submit together.
- References should not be included on the resume.

# Brutus Buckeye

123-456-7890 | buckeye.0@osu.edu | Columbus, OH

## Education

**The Ohio State University** | Bachelor of Science in Nursing | Columbus, OH | Anticipated Graduation May 2024  
Cumulative GPA 3.75 | Minor: Public Health

## Professional Experience

**College of Nursing Peer Advisor** | **The Ohio State University** | Columbus, OH | June 2022 – Present

- Serve as a resource and advocate for College of Nursing undergraduate students
- Assist in the planning and implementation of special programs offered by the Office of Student Affairs and Success
- Meet with prospective students and currently enrolled students in the pre-nursing, BSN, pre-HWIH, HWIH, and RN to BSN programs regarding classes, graduation requirements, the application process, and academic policies

**Shift Manager** | **Dairy Duchess** | New Concord, OH | April 2017 – August 2022

- Oversaw employees and managed nightly tasks as grill chef, server, and cashier in fast-paced environment
- Evaluated and recorded sales at the end of each shift and closed shop
- Deep cleaned shop daily before opening during the Coronavirus pandemic

**Server** | **Tommy's Pizza** | Columbus, OH | January 2022 – May 2022

- Served customers by taking and serving accurate food and drink orders with excellent service
- Managed front operations by answering phone-in orders and cashing out carry-out orders
- Closed front operations by evaluating sales and running deposits at the end of nightly shifts

## Clinical Experience

**Medical-Surgical I** | **Ross Heart Hospital** | Columbus, OH | Spring 2022

- Assessed and charted vital signs to track patient progress, utilized information to provide superior care
- Prioritized and meet needs of multiple patients utilizing evidence-based interventions

**Pediatrics** | **Nationwide Children's Hospital** | Columbus, OH | Fall 2022

- Assessed health risks in children and their families to provide preventative guidance and education
- Identified possible economic, societal, and political factors that may affect care of children and their families

**Obstetrics** | **Ohio State University Wexner Medical Center** | Columbus, OH | Fall 2022

- Provided education to women and their family during reproductive transitions including proper nutrition and caretaking of newborns

## Certificates and Licensures

**CPR/BLS/AED Provider** | **American Heart Association** | July 2021 – Present

**Water Safety Certification for Caregivers** | **American Red Cross** | December 2021 – Present

## Campus Involvement and Volunteer Experience

**Delight Women's Campus Ministry** | **The Ohio State University** | January 2021 – Present

**Peers Advancing Literacy in Students (Pen PALS)** | **The Ohio State University** | August 2020 – Present

**BuckeyeThon** | **The Ohio State University** | Winter 2021

**Teaching Assistant – Human Physiology (EEOB 2520)** | **The Ohio State University** | August 2021 – May 2022

## Awards

**Dean's List** | Fall 2020-Fall 2022

**Employee of the month** | **Tommy's Pizza** | March 2022