

First and Last Name

Contact Information (city and state, phone, email)

Professional Summary

This is a section that helps emphasize specialty interest, education or work goals, and long-term work experiences. This section is usually 3-5 sentences in length and should be customized to the job for which you are applying. The objective statement gives employers a brief professional history that may need more explanation than a bullet point.

Education

Name of educational institution, city and state, and year obtained degree (year is optional if you have significant work experience).

Professional Experience

Role | Employer | City, State | Dates Worked

- In 3-5 bullet points use action words and complete phrases to describe responsibilities and skills used on the job/unit.

Clinical Experience (similar format to work experience)

Role | Hospital | City, State | Dates Worked

- In 3-5 bullet points use action words and complete phrases to describe responsibilities and skills used during each clinical.

Certificates/Licensures/Awards

(Listed)

Publications

(Listed)

Volunteer Experience/Campus Involvement

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, except for those with extensive experience.
- 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.
- References should not be included on the resume.
- The header should be consistent with the header on your cover letter and reference list.

Brutus Buckeye

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

Education

The Ohio State University | Bachelor of Science in Nursing | Columbus, OH | 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

Brutus Buckeye

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

References

Dr. Sandra Bullock

Clinical Instructor - Medical Surgical Rotation
The Ohio State University - College of Nursing
234-567-8910
Bullock.0@osu.edu

Dr. Tom Cruise

Assistant Clinical Professor
The Ohio State University - College of Nursing
345-678-9012
Cruise.0@osu.edu

Betty White

Volunteer Supervisor
American Red Cross - Columbus, OH
456-789-0123
Bwhite@americanredcross.com

What to include for each reference:

- ✓ Name (first and last); Add credentials, as needed. Avoid Mr., Mrs., Miss., or Ms.
- ✓ Position currently held
- ✓ Employer/Location
- ✓ Phone Number (work phone number)
- ✓ Email (work email)

Tips:

- Ask ahead of time! Send a quick email asking if they can be a reference for you. Let them know they may receive an email or phone call from the prospective employer.
- It is best practice to have 3-5 references who are all in separate roles. References can range from supervisors at the workplace to lecture/clinical instructors.
- If the reference is retired and no longer works in that role, it is still acceptable to reach out to that person as a reference.
- All references should be listed on the same page.
- The header should be consistent with the header on your resume and cover letter.