

First and Last Name

Contact Information (city and state, phone, email)

Professional Summary (optional)

A professional summary provides a brief overview of your qualifications, experience and career goals. Two to four sentences; tailor to the job you are applying for. Helps highlight specialty interests, education or long-term goals.

Education

- List institution, city and state, degree and graduation year.
- Graduation year is optional if you have significant work experience.
- Include academic achievements such as honors, GPA (if strong) or Dean's List.

Professional Experience

Role | Employer | City, State | dates worked

- Use three to five bullet points.
- Start each with a strong action verb.
- Focus on what you accomplished, not just duties.

Clinical Experience

Role | Hospital | City, State | dates worked

- Use three to five bullet points.
- Highlight skills and responsibilities from each clinical.

Certificates, Licensures, Awards (if applicable)

- List items.

Publications (if applicable)

- List items.

Volunteer Experience, Campus Involvement (if applicable)

- List organization, role, dates .
 - Add one or two skills (optional).

Resume tips:

- Use a simple font and consistent formatting. Do not use photos or graphics.
- One page is standard, though additional pages are acceptable to show related experience.
- Use present tense for current roles and past tense for previous roles.
- If you have minimal relevant work experience, list your education above work experience—this can help recruiters decide whether or not to continue reading.
- Present items in reverse chronological order (most recent first).
- In the education section, list only undergraduate degrees and higher.
- Recent graduates should list graduation year. Omit the year if you have significant experience.
- Use a consistent header across all application documents (resume, cover letter, references).
- Do not include references on your resume.



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COLLEGE OF NURSING