# PROFESSIONAL SUMMARY

Your potential employer cares most about what you can do for them, **not** the reverse, so emphasize your core strengths to make it clear why YOU are the nurse they should hire! See [How to write a resume career summary](http://www.monster.com/career-advice/article/how-to-write-a-career-summary)

# EDUCATION

*Begin with the most recent:*

**Thomas Edison State University**

Trenton, NJ

Year started--present

Bachelor of Science in Nursing (BSN) pending, Month Year

*For all academic degrees, put name of actual degree (i.e., what it says on your diploma with the abbreviation in parenthesis).*

**Name of School**

City, State abbreviation

Years Attended

Degree obtained

# PROFESSIONAL EXPERIENCE

*Put most recent position first. Keep page count in mind, but generally no need to go back more than 10 years, and include only RN (or LPN) experience.*

**Name of Hospital, Agency or Facility**

[City, ST]

[Employment dates]  
[Position]  
Responsibilities

* Do not put every single duty, but you want the responsibilities to be specific when possible, rather than global statements that are assumed for the role.
* Be selective to make the most impact. Include the most important responsibilities related to the job you are seeking (check the job description).
* Use bullet points for readability, not narrative text.

**Name of Hospital, Agency or Facility**

[City, ST]

[Employment dates]  
[Position]  
Responsibilities

**Name of Hospital, Agency or Facility**

[City, ST]

[Employment dates]  
[Position]  
Responsibilities

ADDITIONAL INFORMATION and ACHIEVEMENTS

*You might feel you have nothing to add to this section, Consider how to communicate the* [*Top 10 Qualities and Skills Employers are Looking For*](http://www.employmentnorth.com/top-10-qualities-and-skills-employers-are-looking-for/)

**Professional Memberships, Certifications, and Activities**

* Adjust this heading to reflect what you will include here (e.g., if you do not have any certifications, take that word out)
* Don’t forget about activities at your facility, such as committee work.

**Community Activities**

* Service is at the heart of nursing, so if you do volunteer work, be sure to include it. If not, leave this sub-heading out…but consider doing some service!

*Your resume should be no more than two pages.*