

2 PAGE VERSION



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EDUCATION

B.S. in Nursing
University of Ohio
2006-2010

LICENSES & CERTIFICATIONS

RN
Registered Nurse
Ohio
Expires June 2019
License #222222

RNC - NIC
National Intensive Care Nurse
National Association of
Neonatal Nurses
Expires February 2021

CPEN
Certified Paediatric Emergency
Nurse
Board of Certification for
Emergency Nursing
Expires October 2020

CPN
Certified Paediatric Nurse
Paediatric Nursing Certification
Board
Expires January 2020

Amelia Hamilton

REGISTERED NURSE

Use this section to make a strong first impression of the hiring manager/supervisor. Read the job posting carefully and highlight any skills/accomplishments that meet the selection criteria. Mention how long you have been working in your field, highlight your qualifications and certifications, and the extent of your experiences (specifically stating areas of expertise). Use language that highlights your philosophy of care (i.e. respect, compassion, caring, dependable, committed, advocate etc). You can also mention your flexibility in scheduling too. Refine this statement and focus on being concise and maintaining readability.

EXPERIENCE

HOSPITAL/COMPANY | Position Title
Location | Date Range

Concisely describe your achievements while in this position. Use action verbs instead of passive language.

- List your present or most recent experience first then work backwards chronologically.
- Include any major accomplishments or skills that you have learned that make you a successful candidate for the position.
- Quantify your accomplishments to ensure greater confidence in your abilities.
- Avoid including a generic job description. Be specific about what you did while in this position. Don't be Vague!

HOSPITAL/COMPANY | Position Title
Location | Date Range

Only include information that is applicable to your perspective job. Speak to how you were successful in overcoming specific challenges in the position.

- In some cases applications are first reviewed by ranking software before being seen by a manager. "The best" resumes include critical skills and experiences sought by the job. Consider terminology or "buzz words" that are relevant to the medical field you intend to work in.
- Bullet points get noticed. Keep each experience around 4 - 6 bullets. Too few and you will not be taken seriously.
- Highlight transferable skills if you are applying for a job that differs from your current work experience.
- Once you have finished your resume have someone proofread it to ensure that there are no spelling, punctuation, grammatical or context errors. Typos and grammatical errors will make you appear unprofessional.

EXPERTISE

Neonatal Nursing
Paediatric Nursing
Cardiac Care
Wound Care
Immunizations
Emotional Support
Patient Safety
Diabetes Education
Central Line Management

AFFILIATIONS

AMERICAN NURSES
ASSOCIATION
2012 - Present

INTERNATIONAL NURSES
ASSOCIATION
2012 - Present

TECHNICAL SKILLS

Electronic Health Records
Bar Code Technology
Excel
Microsoft Word

LANGUAGE SKILLS

Fluent in English & Spanish
Learning American Sign
Language

EXPERIENCE Continued

HOSPITAL/COMPANY | Position Title
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ACHIEVEMENTS

- This section is completely optional. If you have specific achievements or awards that you haven't already mentioned, but would like to highlight, this is the place to do it!
- Include anything that specifically relates to the job you are applying for or exemplifies how your value as an employee.
- It is okay to include accomplishments from University (and even high school) as long as you can genuinely justify there purpose.
- For example, being student council president or valedictorian are important achievements to include.

REFERENCES

REFERENCE'S NAME
Position at Company
Company Name
333.888.9999
theirmail@mail.com

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INCLUDES WRITING TIPS AND EXAMPLES THROUGHOUT PAGES