

For privacy purposes, do **NOT** include your location.

## Name

Phone Number | Email address | LinkedIn URL

Do not use personal pronouns

## Profile Statement

Can be thought of as a “mini” version of the cover letter. Presents an opportunity to display your transferable and soft skills effectively and a summary of relevant experience. Ideal section to work key strengths into your resume and desired career goals. 3-4 lines in length.

## Education

### University Name

Degree Major (GPA)

- Dean’s List: Semester, Yr. (Optional)
- Academic Student Organization (Optional)
- Study Abroad (Optional)

City, ST  
Month Year

Spell out degree “Bachelor of Science in Nursing”. By nursing school, all HS information should be phased off the resume and only include colleges where degrees will be received. GPA optional.

Virtual clinical rotations should be listed like this

## Clinical Experience

### Hospital or Practice Name

Clinical Rotation (hours)

### Hospital or Practice Name

Clinical Rotation (hours)

### Emory University School of Nursing

Clinical Rotation (hours)

City, ST  
Semester Year

City, ST  
Semester Year

Virtual  
Semester Year

## Certifications & Licenses

Certification

expires Month Year

License, State (license number)

expires Month Year

If a certification doesn't expire, list the acquired date instead.

## Professional Experience

### Company Name

Position Title

- Accomplishment statements begin with action verbs
- Do not repeat action words in your resume
- Describe specifics of what you do/did at your job and should take up most of a line
- Quantify accomplishments when possible with numbers and percentages

City, ST  
Month Year - Present

### Company Name

Position Title

- Do not say ‘responsibilities included’, instead try to incorporate the what, why, & result
- Do not use periods to end bullet statements
- Use appropriate tense (past tense for previous jobs, present tense for current jobs)
- Put consistent effort into bullets for all experiences, and use 3-5 bullets per experience

City, ST  
Month Year - Month Year

## Skills

**Languages:** Language (level), Language (level)

**Charting Software:** Program (level), Program (level)

Three proficiency levels:  
Basic, Intermediate, Advanced

Resume should have consistent formatting throughout: aligned, uniform bullets, single spacing with 10-12pt font in body, margins between .5” and 1”, no photographs, and no colors besides black & white.

To make a resume review appointment visit Handshake

<https://emory.joinhandshake.com/>