

Sample Resumes for Nurses

SAMPLE RESUME I

ERIKA L. NURSE

14 West Main Street • Newark, DE 19711 • (302) 555-4321 • erikan@udel.edu

Education

Bachelor of Science in Nursing, University of Delaware Newark, DE (May 2008)

Studies have included focused courses in emergency and neuroscience nursing.

Clinical Experience

Clinical practicum has included experience at Veterans Administration Hospital, Christiana Hospital, Union Hospital, Leader Nursing Home, and Evans Rehabilitation Clinic in Wilmington, Delaware.

Related Experience

Acute Rehabilitation Nurse Externship, Good Samaritan Hospital, Baltimore, MD. (Summer 2007)

- Responsible for total care of several patients.

Medical Surgical Unit Secretary, Saint Agnes Hospital, Baltimore, MD. (Summer 2006)

Other Special Skills

Sign Language I and II, Course electives, University of Delaware, Newark, DE. (February-December 2006);
proficient in WordPerfect 6.0; can read, write, and speak Spanish fluently.

Other Work Experience

Assistant, Little Tots Day Care, New Castle, DE. (Summers 2004-2005)

- Experience caring for children ages 6 months-5 years in private day care facility.
- Planned age appropriate play activities for children.

Sales Associate, Macy's Christiana Mall, Newark, DE.

- Performed sales transactions.
- Provided customer service.
- Displayed ability to communicate with a variety of people. (May-September 2002-2003)

Activities

Student Nursing Organization (SNO), Member 2005-Present

Alpha Omicron Pi Sorority, Active Member 2005-Present

Clinical Representative September-December 2006

SAMPLE RESUME II

ERIC R. NURSE

ericr@udel.edu

Home Address:

1310 N. Lincoln Street
Wilmington, DE 19806
(302) 656-0000

Local Address:

110 Ray Street
Newark, DE 19716
(302) 837-0000

OBJECTIVE

To obtain a position as a registered nurse.

EDUCATION

Bachelor of Science in Nursing, University of Delaware, Newark, DE (May 2008)

Studies have included focused courses in neuroscience nursing, honors nursing research, alcohol and drug-related illnesses and an advanced twelve-week psychiatric clinical rotation.

GPA: 3.6/4.0; Dean's List, six semesters

CLINICAL EXPERIENCE

Rehabilitation Nursing Assistant, Good Samaritan Hospital, Baltimore MD. Assist with total care of patients recovering from amputations, cerebral vascular accidents; hip and knee replacements and spinal cord injuries on a forty-five bed rehabilitation unit. Collaborate, with members of an interdisciplinary team. Experience with patient transfers, catheterizations and wound care. (October 2007-Present)

Nurses Aide, Madonna Heritage, Jarettsville, MD. Assisted senior citizens with activities of daily living. (December 2006-January 2007)

OTHER WORK EXPERIENCE

School-year employment, University of Delaware, Newark, DE. Supervised group of student workers selling parking tickets at home collegiate football games. Responsible for collecting and recording profit. Maintained official score book at home collegiate basketball games. Performed duties at the 2003 North Atlantic Conference Men's Basketball Tournament held in Newark, DE. (Fall 2004-Present)

Supervisor, Fallston Club Inc., Fallston, MD. Supervised snack bar employees at private swim/tennis club. Responsible for opening and closing facility, receiving incoming deliveries, delegating duties operating cash register and handling daily profits. Served as short-order cook. (Summers 2004 and 2005)

HONORS

- ❑ **Phi Kappa Phi Honor Society**, member
- ❑ **Sigma Theta Tau International Society of Nursing**, member of Beta Xi Chapter
- ❑ **Golden Key Honor Society**, member

ACTIVITIES

- ❑ **Kappa Alpha Theta Fraternity**, charter member of Zeta Tau Chapter
- ❑ **Student Nurse's Organization**, member
- ❑ **National Student Nurses' Association**, member (2004-2008)
- ❑ **Tutor**, pathophysiology course (2006)
- ❑ **Volunteer**, Fallston General Hospital (2001-2003)

CLINICAL ROTATION

Clinical practicum has included experience at Methodist County House, St. Francis Hospital, A. I. Du Pont Institute, Christiana Hospital, V.A. Hospital in Elsmere, DE, and MeadowWood Hospital.

References available from Bank of America Career Services Center, University of Delaware, Newark, DE 19716 - 302/831-1232

SAMPLE RESUME III

Eric R. Nurse
ericr@udel.edu

Home Address:
1310 N. Lincoln Street
Wilmington, DE 19806
(302) 656-0000

Local Address:
110 Ray Street
Newark, DE 19716
(302) 837-0000

Education

Bachelor of Science in Nursing, University of Delaware, Newark, DE May 2008
Study Abroad, Australia and New Zealand Winter 2008

Clinical Experience

Medical/Surgical Adult II, Kent General Hospital, Dover, DE September 2007-Present
Community, Sacred Heart Village and the Francis X Norton Center, Wilmington, DE September 2007-Present

Pediatrics, Alfred I. DuPont Hospital, Wilmington, DE April-May 2007
Maternity, Christian Hospital, Wilmington, DE February-March 2007

Medical Surgical Adult I, Veterans Administration Hospital, Wilmington, DE October-December 2006
Psychiatric, Rockford Center, Wilmington, DE September-October 2006
Geriatrics, Forward Manor, Wilmington, DE February-March 2005

Related Experience

Student Nurse, Sacred Heart Village, Wilmington, DE September 2007-Present

- Help to start a doctor's office for uninsured people in the Wilmington area
- Perform standard assessments and take vital signs on incoming patients

Wellness Center Supervisor, YMCA Camp Tockwogh, Worton, MD Summer 2007

- Responsible for the care of 350+ children and 125+ employees every 2 weeks
- Administered medication to 60+ children for times a day
- Maintained the cleanliness of the Wellness Center
- Performed routine care for 100+ children four times a day
- Scheduled appointments for ill children and communicate with the camp physician
- Transported children to and from doctor visits
- Lead staff training in specific areas

Student Nurse YMCA Camp Tockwogh, Worton, MD Summer 2006

- Collaborated with the members of the Wellness Center team in caring for children and staff
- Responsible for helping to keep camp health records up to date
- Oriented 1700+ children and 125+ staff members to the Wellness Center
- In the absence of the head nurse, assumed her duties

Skills

Certified CPR
Knowledge of Microsoft Office

Activities and Honors

National Student Nurses Association, Member 2007-Present
Student Nurses Organization, University of Delaware, President 2007-Present
AstrZeneca Scholarship 2005-Present
Student Nurses Organization, University of Delaware, Vice President 2006-2007
Student Nurses Organization, University of Delaware, Treasurer 2005-2006
Student Nurses Organization, University of Delaware, Member 2004-2005

References Available Upon Request

SAMPLE COVER LETTER

10 Madison Drive
Newark, DE 19711

January 30, 2008

Ms. Susan Walsh, RN, BSN
Nurse Recruiter
The Medical College of
Pennsylvania Hospital
330 Henry Avenue
Philadelphia, PA 19129

Dear Ms. Walsh:

In May 2008, I will graduate from the University of Delaware with a Bachelor of Science Degree in Nursing. As a teaching facility with a wide variety of clinical settings, your hospital offers the opportunity for me to further develop my knowledge and skills and grow as a professional nurse. I would like to apply for a position as a graduate nurse at The Hospital of the Medical College of Pennsylvania.

As my enclosed resume indicates, I pursued excellence in nursing studies as demonstrated by my academic honors. My clinical experience and volunteer work have effectively prepared me to begin employment as a graduate nurse. Seeing clients in their homes through my Visiting Nurse Association experience has given me insight into the holistic needs of hospitalized clients so that they may successfully adapt and continue recovery at home.

Thank you for giving my resume careful consideration. I am eager to meet with you to discuss possible employment with the Hospital of the Medical College of Pennsylvania. I may be reached at my current address, by phone at: (301) 555-1234, or by way of email at: erikan@udel.edu. I look forward to hearing from you.

Sincerely,

Erika Nurse

Enclosure