**NAME**

ADDRESS | PHONE NUMBER | EMAIL

**PROFILE**

Description about yourself (i.e. Nursing RN recent graduate with a comprehensive understanding of [X] and excellent [insert skills]. Possess a [insert name of degree]. Aiming to leverage my skills and knowledge to fill the nursing position at your hospital.)

**EDUCATION**

**College Name (OR Grad School Name)** LOCATION

*Name of Degree ­(i.e. Bachelor’s of Science in Nursing)* DATES

**GPA:**

**Relevant Coursework:**

**Activities/ academic affiliations:**

**High School Name (OR College Name)** LOCATION

*High School Diploma (or Name of Degree)* DATES

**GPA:**

**Relevant Coursework:**

**Activities:**

**PROFESSIONAL EXPERIENCE**

**Hospital Name** LOCATION

*Job Title*DATES

* Description of clinical experience/ role
* Achievements and responsibilities (i.e. number of patients, beds, procedures…)

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*Job Title*DATES

* Description of clinical experience/ role
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**Other Work Experience (if applicable)** LOCATION

*Job Title*DATES

* Description of role

**SKILLS**

*Soft Skills*

* i.e. **Communication skills**
* i.e. **Time management**
* i.e. **Organization and Prioritization**

*Hard Skills*

* i.e. **Proficient with starting IVs**
* i.e. **12-Lead Placement**
* i.e. **Catheterization**

**LICENSES, CERTIFICATES & AWARDS**

* i.e. **Registered Nurse, CA**
  + License # and expiration date
* **Certification Name** 
  + Certifying body (i,e, AHA) and date

**INTERESTS**