YOUR NAMECity, State Zip Code | phone number | name@ucmail.uc.edu | LinkedIn URL

EDUCATION

Degree Level and Type, MajorExpected Graduation: Month Year

*University of Cincinnati, Cincinnati, OH*

* Minor: (Note: Optional)
* GPA: (Note: Optional.)

**LICENSURES**

Name of Licensure Expected Month Year
*Granting Organization, State*

Name of Licensure Year
*Granting Organization, State*

**CERTIFICATIONS**

Name of Certification Expected Month Year
*Granting Organization, State*

Name of Certification Year
*Granting Organization, State*

**CLINICAL EXPERIENCE**

**Rotation Area** (# hours) Month Year - Present

*Organization, City, State*

* Include bullet points to help the reader understand the quantity and type of patients you served, who you collaborated with to provide care, the guidelines or protocols you followed, etc. Focus on what you did in these roles that is most relevant to the opportunity you are applying to.
* Begin each bullet point with an action verb. For current positions, use present tense verbs (ex. deliver, conduct, collaborate). For positions you are no longer engaged in, use past tense verbs (ex. delivered, conducted, collaborated).
* Do not use personal pronouns (ex. I, me, my)
* List bullet points in order of relevancy to the position, with the most important bullet point listed first.
* Each experience may have a different number of bullet points based on relevancy to the position.

**Rotation Area** (# hours) Month Year - Present

*Organization, City, State*

* Include bullet points to help the reader understand what you learned, skills you developed, and what you accomplished.

**Rotation Area** (# hours) Month Year - Present

*Organization, City, State*

* Include bullet points to help the reader understand what you learned, skills you developed, and what you accomplished.

**RN EXPERIENCE**

Position TitleMonth Year-Month Year
*Organization Name, City, State*

* Within each section, list experiences in reverse chronological order, beginning with your most recent opportunity.
* Include bullet points to help the reader understand the quantity and type of patients you served, who you collaborated with to provide care, the guidelines or protocols you followed, etc. Focus on what you did in these roles that is most relevant to the opportunity you are applying to.
* Draw attention to techniques and equipment that you have developed expertise in
* When possible, use numbers to quantify your experience (ex. Mentored 3 new RNs…, Implemented X which saved the organization $X or X amount of time…)
* Highlight leadership roles you have held including if you were the charge nurse, if you served as preceptor or mentor, or if you have served on committees.
* Include awards, such as Daisy Awards, within bullet points under each position or include them all in a separate “Awards & Honors” section

Position TitleMonth Year-Month Year
*Organization Name, City, State*

* Include bullet points to help the reader understand what you learned, skills you developed, and what you accomplished.

**OTHER EXPERIENCE**

Position TitleMonth Year-Month Year
*Organization Name, City, State*

* If you wish, you may create additional sections to segment your experience (ex. Population-Specific Experience (ex. Women’s Health, Health-Related Experience, Research Experience, Teaching Experience, etc.)

**LEADERSHIP & SERVICE**

RoleYear-Year

*Organization, City, State*

* Edit this section title to reflect your unique experience (ex. Hospital Service, University Service, etc.)
* Bullet points, following the formatting described above in the “Experience” section, may be in included or omitted.

RoleYear-Year

*Organization, City, State*

**AWARDS & HONORS**

Name of AwardYear-Year

*Organization, City, State*

**PROFESSIONAL ASSOCIATIONS**

Name of OrganizationYear-Year

**SKILLS**

Technical**:** List computer software and programming languages (ex. EPIC, eClinicalWorks, Zoom, etc.)

Language**:** List foreign languages and level of fluency (if applicable)