

# Your Name

Home Address

Phone

e-mail

## Objective

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Seeking advanced preparation as a \_\_\_\_\_

## Education

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[Name of institution, degree earned, location of institution, dates; include ALL institutions attended]

## Certifications

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[Indicate the name of the certification, the organization, expiration dates]

## Professional Experience

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[Name of employer, location of employer, dates employed]

Begin with current (or most recent) employment and list in chronological order from most recent to most distant. List your job title; summarize job responsibilities, emphasizing any leadership

### Example:

*Name of Clinic, Durham, N.C., January 2011-present*

*Registered Nurse*

#### *Responsibilities:*

- Provide routine primary care, assess vital signs, daily weights, and participate in activities of daily living to pediatric patients ages 0-21 years
- Administer vaccinations and medication administration, perform phlebotomy, asthma education to patients and parents, wound care, maintained continuity of patient care

## Professional Membership

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[Professional organizations, dates of membership, offices held]

## Honors and Awards

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[Name of award, organization, date]

## Publications and Presentations

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[Author surname, initials. (year of publication). Title of article. Journal, volume number, pages.]

## Research Experience (if relevant)

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[Title, Grant team, day, month, year and hours of participation]

## Community Service

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[Organization/Country, day, month, year and hours of participation, Purpose of participation]

## International Travel

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[Organization/Country, Day, Month, Year and hours of participation, Purpose of participation]

## Special Skills

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[Include items that include other special skills you may have, such as, lactation consultant, fluent in Spanish]