

## Resume Guidelines

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### **Name**

Address, City, State, Zip  
Telephone or Cell phone #

- **Education**

*[Name of school, location, degree awarded and date of graduation or projected graduation; GPA, Dean's List if applicable]*

List relevant postsecondary education, most recent first. Include only community college, junior college, college or university. Do not include high school or other secondary education.

- **Professional Work Experience**

*[Name of employer, location of employer, position title, dates employed]*

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

- **National Certification(s)**

Indicate the name of the certification, the organization, expiration dates, or if results not reported type "pending".

- **Professional Memberships**

Professional organizations, dates of membership, offices held (if any)

- **Honors and Awards**

Name of award, organization, date of award

- **Publications, Presentations, or Other Scholarly Activities**

Provide author(s), title, where presented, dates as relevant

- **Community Service/Volunteer Experience**

Name of organizations, dates of membership or participation, offices held, approximate total hours volunteered for each activity

- **Military Experience** (if any)

If prior military experience, please indicate rank, branch of service, leadership recognition awards; if you are currently serving, please include under professional experience above.

- **Other Skills** (if relevant)

Optional (insert non-nursing skills here such as foreign language proficiency, expert computer skills, etc. do not list technical nursing skills)

- **References:** Available upon request

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### **Format:**

- Margins: 1 inch
- Font: 11-12 point font, up to 14-point headers, consistent font throughout; select a professional appearing font such as Times, Arial; check grammar and spelling
- Preferred length: 1-2 pages