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Full Name
Street or Mailing address
City, State, Zip code
Phone Number • email address

Objective: To obtain a position as a title of the specific job for which you are applying (such as registered nurse or licensed practical nurse if you are about to graduate or patient care assistant, medical receptionist, etc. if you have a while left in school) with [company name] or in a [specify work environment] (i.e., hospital, doctor's office, clinic, etc).

Education

Name of college/university
Title of Specific Program of Study

Expected graduation date: Month, year
GPA:

Clinical Experience

- Bulleted list of specific clinical experience you have completed while in nursing school
- For each type, include the area of specialty, where you got it and when
- Use the format illustrated below
- Pediatrics, Springhill Medical Center: Arlington, Texas, Winter 2015

Courses Completed

- Bulleted list
- of specific
- nursing-related
- courses completed
- so far in your
- program of study

Certifications and Awards

- Include a list of relevant
- accomplishments such as
- CPR certification
- Phlebotomy certification
- Scholarships received
- Awards/recognition received

Work Experience

Business Name, Job Title — Month, year (starting) – Month year (ending)

Duties included list primary responsibilities of this position. Major accomplishments include list your major achievements in the position (did you get promoted, achieve key metrics, implement new procedures, etc).

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