

What We're Looking for in an **RN Resume**

- 1 Simple header with name, phone number and email address. Listing a street address is unnecessary.
- 2 Optional: Three bullet point summary describing what makes you a good fit for the position.
- 3 Past seven years of work experience ordered chronologically, starting with your most recent position. Remember to include company names and dates of employment for each role.
- 4 Several bullet points highlighting your major accomplishments or responsibilities under each position.
- 5 Optional: Relevant leadership roles or computer skills.
- 6 Education and current licensure and certifications.

What to Leave Off

- 1 Objective statement
- 2 Unrelated work experience
- 3 References or "references available upon request"
- 4 Hobbies, interests, and clubs

Jane Smith, RN
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SUMMARY

- Outstanding interpersonal and communication skills
- Hardworking and energetic; adapts easily to changing environments and schedules
- Personable with a positive attitude; interfaces well with patients, families and team members

EXPERIENCE

Registered Nurse, 2011—Present

Healthy Children's Hospital, Tampa, FL

- Delivered family-centered care to critically ill children in a fast-paced, 55-bed PCU with a diverse patient population
- Assessed changing needs of complex patients maintained on medical equipment, including noninvasive ventilation, advanced airways, ventilators (conventional, VDR, oscillator, APOL-LO), ICP and EEG monitoring, arterial and central lines, and telemetry recording
- Communicated with other members of the interdisciplinary team to modify plan of care and implement interventions, including at daily bedside ICU rounds

RN Case Manager, 2005—2011

Green Valley Home Care, Green Valley, AZ

- Collaborated with physicians to provide individualized medical services for patients in their homes
- Provided patient and family education regarding medical conditions, prescriptions and treatments
- Performed nursing skills such as dressing changes, wound vac therapy, PICC line maintenance, lab draws, chemo take down and IV therapy

LEADERSHIP

- Preceptor—Served as primary preceptor for experienced RN hires to the PICU, as well as filling in as preceptor for multiple new graduate RNs and nurse externs
- Bereavement Committee—Active member of unit-based committee. Participated in initiatives to provide end-of-life care education to new PICU hires, provide outreach to bedside RNs who have lost a patient on their shift and streamline current system of sending bereavement cards to patient families.

COMPUTER SKILLS

- Pyxis Med Station
- Epic Chart System

LICENSURE & CERTIFICATIONS

- Registered Nurse, PA RN978965, exp. 10/2017
- Pediatric Advanced Life Support, exp. 12/21
- Basic Life Support, exp. 07/2017

EDUCATION

- B.S. Nursing, 2000
Arizona State University, Tempe, AZ