

## Model Document: Resume (for an Entry-Level Nursing Position)

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**Qualifications**

- Recent Honors Graduate of Approved Nursing Program
- Current Arizona Nursing Licensure and BLS Certification
- Presently Completing Clinical Nurse Internship Program

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**Education & Licensure**

ARIZONA STATE UNIVERSITY—Tempe, AZ <b>Bachelor of Science in Nursing (BSN)</b> , 2009 Graduated summa cum laude (GPA: 4.0)	MOHAVE COMMUNITY COLLEGE—Kingman, AZ <b>Associate's Degree in Nursing (AN)</b> , 2007 Graduated cum laude (GPA: 3.5)
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**Course-work Highlights:** Family and Community Nursing, Health-Care Delivery Models, Health Assessment, Pathology, Microbiology, Nursing Research, Nursing of Older Adults, Health-Care Ethics

**Arizona RN License, 2009**  
**BLS Certification, 2009**

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**Clinical Internship**

CAMELBACK MEDICAL CENTER — Phoenix, AZ  
**Nurse Intern**, 2008 to Present

- Accepted into new-graduate RN training program and completing in-depth, eight-month rotation working under a trained preceptor.
- Gaining valuable clinical experience to assume the role of a professional nurse within an acute-care setting. Rotating through all medical-center areas, including Post Surgical, Orthopedics, Pediatrics, Oncology, Emergency Department, Psychiatric Nursing, Cardiac Telemetry, and Critical Care.
- Developing speed and skill in the day-to-day functions of a staff nurse. Participating in patient assessment, treatment, medication disbursement, and surgical preparation as a member of the health-care team.
- Earned written commendations from preceptor for “. . . excellent ability to interact with patients and their families, showing a high degree of empathy, medical knowledge, and concern for quality and continuity of patient care.”

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**Community Involvement**

**Active Volunteer and Fund-raising Coordinator**, The American Cancer Society — Scottsdale, AZ, Chapter (2007 to Present)  
**Participant**, Annual AIDS Walkathon (2004 to 2007) and “Find the Cure” Breast Cancer Awareness Marathon (2006, 2007)

*Opens with listing of professional qualifications*

*Highlights education and license credentials*

*Lists responsibilities in ongoing internship program*

*Establishes professional involvement in outside activities*

**Figure 16–11 Résumé, Highlighting Professional Credentials.** Prepared by Kim Isaacs, Advanced Career Systems, Inc.