

# What We're Looking for in a Graduate Nurse Resume

- 1 Simple header with name, phone number and email address. Street address is unnecessary.
- 2 Education and certifications at the top. Remember to include your cumulative GPA.
- 3 Clinical experience, including hospital, unit, and number of hours.
- 4 Healthcare-related work experience, with several bullet points under each employer highlighting your major accomplishments or responsibilities.
- 5 Optional: Healthcare-related volunteer experience
- 6 Optional: Foreign language skills

## What to Leave Off

- 1 Objective statement
- 2 Unrelated work experience, such as camp counselor or restaurant server
- 3 Memberships and clubs, including honor societies and Student Nursing Association
- 4 Scholarships and achievements, such as Dean's List
- 5 References or "references available upon request"

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**EDUCATION**

- University of Central Florida
- Bachelor of Science in Nursing, anticipated May 2020
- GPA 3.696

**CLINICAL EXPERIENCE**

<b>AdventHealth Altamonte</b> <ul style="list-style-type: none"><li>• Nursing Practicum, Emergency Department</li><li>• Adult I Rotation, Surgical Unit</li></ul>	<b>Altamonte Springs, FL</b> 180 hours 90 hours
<b>Arnold Palmer Hospital for Children</b> <ul style="list-style-type: none"><li>• Pediatric Rotation, Acute Pediatrics</li></ul>	<b>Orlando, FL</b> 45 hours
<b>Winnie Palmer Hospital</b> <ul style="list-style-type: none"><li>• Maternal Infant Rotation</li></ul>	<b>Orlando, FL</b> 45 hours
<b>Central Florida Regional Hospital</b> <ul style="list-style-type: none"><li>• Adult II Rotation, Cardiovascular Stepdown Unit</li></ul>	<b>Sanford, FL</b> 135 hours
<b>South Seminole Hospital</b> <ul style="list-style-type: none"><li>• Psychiatric Mental Health Rotation, Behavioral Health</li></ul>	<b>Orlando, FL</b> 30 hours
<b>Coastal Mental Health Center</b> <ul style="list-style-type: none"><li>• Psychiatric Mental Health Rotation</li></ul>	<b>Lake Mary, FL</b> 30 hours

**WORK EXPERIENCE**

<b>Nurse Tech</b> <b>Central Florida Regional Hospital</b> <ul style="list-style-type: none"><li>• Excelled at vital sign monitoring and glucose checks</li><li>• Assisted patients with daily living activities</li><li>• Performed accurate documentation following HIPAA standards</li></ul>	<b>August 2016 - Present</b> <b>Sanford, FL</b>
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**VOLUNTEER EXPERIENCE**

<b>Arnold Palmer Hospital for Children</b> <ul style="list-style-type: none"><li>• Facilitated playroom and bedside activities for patients and siblings</li><li>• Assisted the Child Life Specialist when needed, e.g. organizing, restocking, cleaning, etc.</li></ul>	<b>100 hours</b>
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**FOREIGN LANGUAGE SKILLS**

- Fluent in Spanish

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