



## How To:

# Create Your Perfect Resume

Your resume is often the first impression you make on potential employers, so it's crucial to create a resume that highlights your skills, experience, and qualifications clearly and professionally.

A well-crafted resume can open doors to your next opportunity in healthcare. Focus on clarity, emphasize your relevant experience, and tailor your resume to the position you're seeking. A strong resume showcases your professionalism and passion for patient care, making you stand out to healthcare employers. Follow this guide to craft a standout resume that helps you land your next healthcare job!



## Contact Information

Start with your name and contact information at the top of your resume. Include: Full name, phone number, email, location (city and state).

**\*There is no need to provide your full address**



## Professional Summary

This is a brief (2-4 sentences) overview of your qualifications and what you bring to the table. Highlight your experience, expertise, and what you're looking for in your next role.

**Example:** "Compassionate Registered Nurse with 5+ years of experience in emergency and intensive care settings. Skilled in patient care, medication administration, and crisis management. Seeking a challenging role in a fast-paced hospital environment to leverage my expertise in patient advocacy and clinical care."



## Licenses and Certifications

List your nursing licenses and any relevant certifications prominently. Be sure to include: License type, state of licensure, certifications (ex. BLS, AHA, etc), and expiration dates.

**Example:**

- Registered Nurse, State of Wisconsin, License No. RN12346578, Expires: 2026
- Basic Life Support (BLS), American Heart Association, Expires: 2025



## Experience

This is the most critical section for healthcare professionals. Provide a detailed history of your relevant clinical experience. Use reverse chronological order (most recent first) and include the following for each position:

- Job title
- Employer name and location
- Dates of employment (month/year format)
- Job responsibilities and achievements



## How To:

# Create Your Perfect Resume



## Experience, continued

Focus on quantifiable accomplishments to showcase your contributions. Use action verbs like “administered,” “coordinated,” “supervised,” and “provided.” Try to use specific numbers when applicable.

### Example:

Emergency Room Nurse, Aurora St. Luke’s, Milwaukee, WI  
June 2018 – Present

- Provided critical care to an average of 25 patients per shift in a Level 1 trauma center
- Administered medications, IV therapy, and wound care per physician orders
- Reduced patient wait time by 15% by implementing efficient triage procedures
- Precepted and mentored 10 new graduate nurses over the past 3 years



## Education

List your educational background, including degrees, schools attended, and graduation dates. If you are a new graduate or if your education is particularly relevant to the job, you may choose to put this section higher on your resume. Include:

- Degree (e.g., Associate of Nursing, Bachelor of Science in Nursing)
- School name and location
- Graduation date

**Example:** Bachelor of Science in Nursing (BSN)  
University of Wisconsin, Madison, WI  
Graduated: May 2018



## Skills

Create a dedicated Skills section where you list your key competencies, especially those relevant to the job you're applying for. Include both hard skills (clinical skills, technology) and soft skills (communication, teamwork).

### Example:

- Patient Care and Assessment
- Medication Administration
- Electronic Health Record (EHR) Proficiency (e.g., Epic, Cerner)
- IV Therapy and Phlebotomy
- Crisis Intervention
- Team Collaboration and Leadership
- Strong Communication Skills



## How To:

# Create Your Perfect Resume



## Volunteer Work

If you have done any relevant volunteer work, especially in healthcare or community service, this can strengthen your resume. Include: Organization name, role, dates and description of duties and achievements

### Example:

Volunteer Nurse  
Medical Relief Organization, Los Angeles, CA  
April 2020 – June 2020

- Provided essential nursing care during the COVID-19 pandemic at local testing centers and healthcare facilities



## Continuing or In-Progress Education

If you've taken any relevant continuing education courses or attended workshops/conferences, list them to show that you're committed to staying current in your field.

### Example:

Completed "Trauma Nursing Core Course (TNCC)," American Trauma Society, 2023



## Formatting Tips

Every job is different, so make sure to tailor your resume to fit the specific position you're applying for. Use keywords from the job posting and emphasize relevant experience that aligns with the role. Customize your professional summary, skills, and experience sections to focus on the qualifications the employer is looking for.

**Keep it concise:** Aim for a resume length of 1-2 pages.

**Use bullet points:** This makes your resume easy to skim and helps employers quickly see your key qualifications.

**Consistent formatting:** Use a clean, professional font (e.g., Arial, Calibri) and ensure consistent spacing and layout.

**Proofread carefully:** Double-check for any spelling or grammar errors.



## Resume Templates

Using a professionally designed resume template can enhance the visual appeal of your resume and help you organize your information more effectively. Choose a clean, modern template that focuses on your experience and qualifications without overwhelming design elements:

[My Perfect Resume](#)

[Resume Builder](#)

[Resume.com](#)

[Indeed Resume Builder](#)