

Resumes for Health Care Professionals

Contact Information (located at the top of the page) should include the following:

- Your legal/given name
- A permanent mailing address that can be used year-round
- A permanent telephone number (including area code)
- A professional email address

Objective or summary statement:

- Summarize in one sentence your goals for the job (be specific about the position you want), emphasizing what skills you will bring and how you are prepared

Content:

- In all resumes, include the following: your objective, education background, clinical experience, relevant experience (employment, volunteer, extra-curricular), and references

Verbs:

- When describing current work or involvement, use present tense verbs
- When describing past experience, use past tense verbs
- Use descriptors that show specific action

Format:

- The Basics
 - Print on one side of the paper, using white or off-white 8.5x11" paper
 - Use a 10 to 12 point font that is professional and easy to read
 - Use bold sparingly and avoid italics, underlining, and script
- "White Space"
 - A resume is largely based on appearance. Avoid using large blocks of text. Make content easy to access so that your strongest points can be noticed at first glance.
- Using bullets:
 - Use bullets sparingly and intentionally (to point out the most important information)
 - Choose simple bullet types (do not use asterisks)
 - If you use a bullet, you must have at least two within that heading
- Layouts:
 - Chronological Layout:
 - Emphasis on sequence of events
 - Use reverse chronological order— put the most recent first
 - Skills-based Layout:
 - Focuses on individual's skills and abilities
 - Put most relevant experience first

***NOTE:** This style is recommended and found to be more successful for most nursing students and graduates*