



The **PURPOSE** of a **RÉSUMÉ** is to get an interview. A skillfully designed easy-to-read document that provides information about your education, experience (work, clinical, volunteer), and other qualifications that are most relevant to a particular job opening. Your résumé needs to show an employer how you meet and exceed their expectations.

LENGTH: 1 to 2 full pages depending on your experience. If it is 2 pages, it needs to be 2 full pages.

MAJOR RÉSUMÉ COMPONENTS

HEADING: At the top of your résumé should be your name. Other information to include is your current city, and state along with your phone number with area code, e-mail address, and LinkedIn URL. A daytime phone number is necessary.

PROFESSIONAL HIGHLIGHTS: Personalize this section for **each** position. A bulleted list (5-7 bullets, no more than 10) of your key achievements, skills, traits, and experiences that are **relevant** to the position for which you are applying. This assists the employer in knowing you are qualified for the job, at first glance.

EDUCATION: Degrees earned (or to be completed) should be listed from present to past. You are about to graduate from college, no need to include high school, unless you are applying for a position at your former school. For each degree, give the following:

- Name and location of the school attended
- Degree earned
- Major/Minor
- Date of graduation or expected
- Research/thesis topic (if applicable)
- Relevant courses (optional)
- Scholarships, honors, awards (optional)
- Grade point average (if 3.0 or above)

CLINICAL EXPERIENCE: List your clinical placement, from most recent to past. State the unit you were on, what type of unit it was, and the number of hours worked. Describe each placement according to what you have **learned** and **accomplished** from the experience, not just a list of tasks performed. Emphasize skills and abilities requiring the highest level of knowledge, responsibility, and judgment.

PROFESSIONAL EXPERIENCE: List your employment from present to past. Give the employer's name, position held, and dates of employment. Describe each position according to what you have **learned** while on the job, not a list of tasks performed, and what you have accomplished from the experience. Emphasize skills and abilities requiring the highest level of knowledge, responsibility, and judgment. Begin each phrase with action verbs. Quantify and qualify your accomplishments, i.e. "surpassed sales quota by 15%," "trained and supervised 5 employees," and "maintained average caseload of 85 clients." Include descriptive statements that highlight your skills and abilities learned on the job.

OTHER POSSIBLE SECTIONS:

- Professional certificates/licenses/training
- Community Service/Volunteer/Service Learning
- Internships
- Research/Publications
- Military experience
- Honors, scholarships, awards, and fellowships
- Clubs/Organizations/Memberships/Affiliations
- Athletic/Extracurricular activities





- The job requirements section can help guide what to post here.
- Focus on your strengths and accomplishments
- It's ok if the information in the Highlights section is the same as in other sections of the resume if they are relevant
- Reframe the language on the job requirements; avoid using the exact same language used in the posting.

Font: Calibri
 Name size: 14
 Headers: 12
 Content: 11

Contact info on one line
 Personalized LinkedIn URL

CHAMP HUSKY

Portland, ME | (207) 780-5555 | chusky@maine.edu | [linkedin.com/chusky](https://www.linkedin.com/company/chusky)

PROFESSIONAL HIGHLIGHTS

- BS in Nursing, University of Southern Maine, May 2023
- Scheduled to take the NCLEX on June 21, 2023
- Demonstrated effective communication and patient care; recognized family members, and CNAs
- Communicated effectively with team members to provide patient care
- Developed skills with charting on EPIC & Cerner software
- Certified in first aid and cardiopulmonary resuscitation (CPR)
- Fluent in English and French (written and verbal)

Bulleted Descriptive Accomplishment Statements:

- Use the chronological format for listing experiences, present to past
- Use present tense action verbs if currently employed
- Use past tense action verbs if you are no longer employed
- Use "ed" verbs for past tense, do not use "ing" or "ly"

EDUCATION

University of Southern Maine, Portland, ME
 Bachelors of Science Nursing | GPA: 4.0

Education Section

- List the town/city of the campus you most identify with
- Include study-abroad experiences
- List only past college experiences where a degree was obtained

Relevant Coursework: NUR 332: Nursing Care of the Older Adult in the Community
 Reduction

CLINICAL EXPERIENCE

Central Maine Medical Center, Lewiston, ME
 Intensive Care Unit (High Acuity Clinical), 154 hours

- Provided nursing care to patients with cardiac, sepsis, traumatic injury, and gastrointestinal complications
- Took vital signs, administered medications (PO, SC, IV), provided personal care
- Interacted with nurses, certified nursing assistants, respiratory therapists, and other healthcare professionals
- Provided support to patients and observed the discharge process
- Documented patient information using Cerner

Clinical Experience

- List your clinical placement, from most recent to past.
- State the unit, the type of unit it was, and the number of hours worked.
- Describe each placement according to what you have **learned** and **accomplished** from the experience, not just a list of tasks performed.
- Emphasize skills and abilities requiring the highest level of knowledge, responsibility, and judgment.

PROFESSIONAL EXPERIENCE

Toddle Inn Childcare, Cumberland, ME
 Infant & Toddler Teacher

- Evaluated infants development and discussed with parents
- Analyzed information and situations to problem solve
- Certified in first aid and cardiopulmonary resuscitation (CPR)
- Identified the developmental needs of others
- Removed hazards from the environments and monitored for safety

CERTIFICATIONS

- Certified Nursing Assistant
- Basic Life Support (CPR and AED) Provider

Submit your resume as a PDF unless otherwise specified.



CHAMP HUSKY

Portland, ME | (207) 780-5555 | chusky@maine.edu | [linkedin.com/chusky](https://www.linkedin.com/company/chusky)

PROFESSIONAL HIGHLIGHTS

- BS in Nursing, University of Southern Maine, May 2024
- Scheduled to take the NCLEX on June 21, 2023
- Demonstrated effective communication and patient care
- Communicated effectively with team members to provide patient care
- Developed skills with charting on EPIC & Cerner software
- Certified in first aid and cardiopulmonary resuscitation (CPR)
- Fluent in English and French (written and verbal)

EDUCATION

University of Southern Maine, Portland, ME

May 2024

Bachelor of Science Nursing | GPA: 4.0

Relevant Coursework: Nursing Care of the Older Adult in the Community | Mindfulness-Based Stress Reduction

CLINICAL EXPERIENCE

Central Maine Medical Center, Lewiston, ME

March 2024- May 2024

Intensive Care Unit (High Acuity Clinical), 154 hours

- Provide nursing care to patients with cardiac, sepsis, traumatic injuries, pancreatitis, pneumonia, and gastrointestinal complications
- Take vital signs, administered medications (PO, SC, IV), provided personal hygiene care, and performed assessments
- Interact with nurses, certified nursing assistants, respiratory therapists, and physicians
- Provide support to patients and observed the discharge process
- Document patient information using Cerner

Maine Medical Center | Portland Maine

December 2023 – March 2024

Medical Cardiology Clinical, 56 Hrs.

- Evaluated patient progress and documented status in Epic
- Collaborated with other members of healthcare team to deliver comprehensive care
- Interpreted telemetry strips
- Promoted health and safety for patients, employees, and visitors
- Communicated with families of patients

PROFESSIONAL EXPERIENCE

Toddle Inn Childcare, Cumberland, ME

June 2020- Present

Infant & Toddler Teacher

- Evaluated infant's development and discussed with parents
- Analyzed information and situations to problem-solve
- Certified in first aid and cardiopulmonary resuscitation (CPR)
- Identified the developmental needs of others
- Removed hazards from the environment and monitored for safety

CERTIFICATIONS

• Certified Nursing Assistant

June 2022

• Basic Life Support (CPR and AED) Provider

April 2022



Use these sample action verbs to emphasize accomplishments

Management Skills

Administered
Analyzed
Assigned
Attained
Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Improved
Increased
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reviewed
Scheduled
Strengthened
Supervised

Communication Skills

Addressed
Arbitrated
Arranged
Authored
Collaborated
Convinced
Corresponded
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated

Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Spoke
Translated
Wrote

Research Skills

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systematized

Technical Skills

Assembled
Built
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Overhauled
Programmed
Remodeled
Repaired
Solved
Teaching Skills
Adapted

Advised
Clarified
Coached
Communicated
Coordinated
Demystified
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Instructed
Persuaded
Set goals
Stimulated
Trained

Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Forecasted
Managed
Marketed
Planned
Projected
Researched
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Founded

Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized
Shaped

Helping Skills

Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Expedited
Facilitated
Familiarized
Guided
Motivated
Referred
Rehabilitated
Represented

Creative Skills

Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Originated

Performed
Planned
Revitalized
Shaped

Detail Skills

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Dispatched
Executed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized
Tabulated
Validated

More Verbs for Accomplishments

Achieved
Expanded
Improved
Pioneered
Reduced (losses)
Resolved (problems)
Restored
Transformed

