

## **Examples of Sections to Include for a Registered Nurse**

**OBJECTIVE**  
**PROFILE (or) SUMMARY OF QUALIFICATIONS**  
**EDUCATION**  
**LICENSE / CERTIFICATION**  
**NURSING EXPERIENCE**  
**COMMITTEES**  
**SPECIALIZED TRAINING**  
**PROFESSIONAL DEVELOPMENT**  
**CONTINUING EDUCATION**  
**VOLUNTEER EXPERIENCE (or) COMMUNITY SERVICE**  
**PRESENTATIONS**  
**PUBLICATIONS**  
**RESEARCH**  
**AWARDS**  
**MEMBERSHIPS**  
**LANGUAGES**  
**COMPUTER SKILLS**  
**REFERENCES**

## **Examples of Items to Include in Descriptions for a Registered Nurse**

- Provided supervision and leadership for a staff of 40 nurses and patient care technicians on a 30-bed psychiatric unit that averaged 10,000 visits per year.
- Provided pre- and post-operative nursing care for 8-10 adult and geriatric patients with musculoskeletal injuries and conditions, including lumbar laminectomies and anterior/posterior cervical discectomies.
- Provided direct patient care to pre- and post-operative orthopedic patients.
- Safely administered oral, intramuscular, and subcutaneous medications, and educated patients and their families on the proper use of braces and orthopedic equipment, with a focus on safety and pain management techniques.
- Provided general nursing care services in the areas of vital signs, EKG, phlebotomy, catheters, feeding tubes, and IV and central lines.
- Reviewed computerized laboratory test results following procedures such as post-dialysis, colonoscopies, ERCP, and surgeries.
- Demonstrated strong observation, assessment, and intervention skills when monitoring patients' PPT/INR levels to identify the need for anticoagulant therapy and for potential side effects of medications.
- Educated patients and their families on disease processes, medical-surgical procedures, and other aspects of therapeutic regimens, including medication and pain management techniques.
- Demonstrated effective leadership skills while precepting staff nurses in the areas of patient care, policies, and procedures.
- Precepted newly hired nurses, and supervised student nurses during clinical training.
- Collaborated effectively with an interdisciplinary team of healthcare professionals comprised of a physician, nurse manager, dietician, social worker, case manager, and physical therapist.
- Served on hospital-wide committees such as Trauma, Organ Donation, and Emergency Preparedness.

# KERRY DOE

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## OBJECTIVE

Registered Nurse seeking a position on an Intensive Care Unit.

## SUMMARY OF QUALIFICATIONS

- Advocate for patients' rights; strive to understand patients' needs and concerns.
- Hardworking and energetic; adapt easily to change of environment and work schedule.
- Maintain critical thinking skills essential to providing competent and dignified patient care.
- Personable with a positive attitude; interface well with patients, families, and nursing staff.
- Team leader with the ability to create a positive environment that uplifts patients' spirits.

## PROFESSIONAL EXPERIENCE

### **ABC Hospital, Chicago, IL**

*Registered Nurse, XX Unit, 1/xx-Present*

- Provide pre- and post-operative nursing care for 8-10 adult and geriatric patients with musculoskeletal injuries and conditions, including lumbar laminectomies and anterior/posterior cervical discectomies.
- Educate patients and their families on disease processes, medical-surgical procedures, and other aspects of therapeutic regimens, including medication and pain management techniques.
- Administer medications through various modalities, such as oral, central line, intravenous, intramuscular, subcutaneous, and peg-tube routes.
- Demonstrate effective leadership skills while precepting staff nurses in the areas of patient care, policies, and procedures.

### **XYZ Hospital, Chicago, IL**

*Registered Nurse, XX Unit, 5/xx-1/xx*

- Provided direct patient care to pre- and post-operative orthopedic patients.
- Safely administered medications, and educated patients and their families on the proper use of braces and orthopedic equipment, with a focus on safety and pain management techniques.
- Collaborated effectively with an interdisciplinary team of healthcare professionals comprised of a physician, nurse manager, dietician, social worker, case manager, and physical therapist.

*Registered Nurse, XX Unit, 7/xx-5/xx*

- Performed neurological testing to check patients for Homan's Sign.
- Reviewed computerized laboratory test results following procedures such as post-dialysis, colonoscopies, ERCP, and surgeries.
- Provided general nursing care services in the areas of vital signs, EKG, phlebotomy, catheters, feeding tubes, and IV and central lines.
- Demonstrated strong observation, assessment, and intervention skills when monitoring patients' PPT/INR levels to identify the need for anticoagulant therapy and for potential side effects of medications.

## EDUCATION

### **Saint Xavier University, Chicago, IL**

*Bachelor of Science in Nursing, May 20xx*

## LICENSE

Illinois Registered Nurse License

## SPECIALIZED TRAINING / CREDENTIALS

Infection Control  
Peripheral IV Placement  
Pain Management  
Migraine Management  
PICC Line Care Diabetic Management

# Kerry Doe

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## PROFILE

Registered Nurse with xx years of experience in emergency room and critical care units. Possess a proven ability to work well as part of a dedicated team of medical professionals to ensure the delivery of quality healthcare to diverse patient populations within fast-paced environments. Skilled in maintaining proper lines of communication to work teams, patients, and families. Strong knowledge of legal implications and HIPAA compliance guidelines.

## NURSING EXPERIENCE

ABC Hospital, Chicago, IL, 1/xx-Present

### Emergency Room Nurse

- Provide emergency medical care to an average of 30 critically ill patients per shift within a 27-bed Emergency Services Department.
- Ensure the provision of quality medical care to patients requiring emergency treatment in accordance with physician orders, hospital policy, and standard nursing practices.
- Perform patient assessments and nursing diagnoses.
- Evaluate episodic and acute responses to broad classifications of physical or psychosocial issues.
- Manage the planning and implementation of interventions.
- Coordinate patient referrals and discharge planning activities.

XYZ Hospital, Chicago, IL, 5/xx-1/xx

### Critical Care Nurse

- Provided acute care for post-operative patients recovering from anesthesia, encompassing ambulatory surgical procedures, invasive and extensive surgeries, and traumas.
- Identified and managed life-threatening post-operative and anesthetic complications, such as aspiration, hypoventilation, apnea, acute hypotension, hypertension, and symptomatic arrhythmias.
- Performed a broad scope of clinical procedures utilizing invasive and non-invasive monitoring equipment, including ET-CO2, ICP, CVP, PAC, EKG, Swan-Ganz catheter, and ventilator.
- Managed assessments, nursing diagnoses, and formulation of written plans of care.
- Prepared patients for TEE, echocardiography, and stress testing.
- Precepted newly hired nurses, and supervised student nurses during clinical training.

## EDUCATION

Saint Xavier University, Chicago, IL, May 20xx

### Bachelor of Science in Nursing

## LICENSE / CERTIFICATION

### Illinois Registered Nurse License

### BLS, ACLS, PALS, and CPR Certifications

## COMPUTER SKILLS

Patient Management System, Word, Excel, PowerPoint

## VOLUNTEER EXPERIENCE

Safety Event Coordinator, Century School, Orland Park, IL, 20xx-20xx

- Organized an annual event that educated more than 250 students on everyday home and neighborhood safety, featuring demonstrations from five professional specialists in the field.

Math Tutor, Century School, Orland Park, IL, 20xx-20xx

Fundraiser, Daybreak Homeless Shelter, Joliet, IL, 20xx-20xx