**School Address:**

Jane B. Example

312-245-6890 | jane.example@gmail.com

**RN/BSN & CARING PATIENT ADVOCATE**

* Graduating nursing major with over 700 hours of clinical experience spread over 3 years
* Consistently demonstrates care and thoughtfulness toward patients and their families
* Experience with a diversity of people and cultures, including a month of volunteering at a clinic in Ghana
* Resourceful student and employee who uses time and resources efficiently and wisely
* Trustworthy to follow through with responsibilities and promises
* Leadership experience gained while serving as president of Greek organization

**EDUCATION & CERTIFICATION**

**Bachelor of Science in Nursing** May 2020

Bob Jones University, Greenville, SC GPA: 3.25

**700+ HOURS OF LAB & CLINICAL EXPERIENCE including a 6-week (180 hour) focused practicum (Medical-Renal unit GHS)** Greenville Hospital System, Bon Secours St. Francis Health System, Spartanburg Regional Hospital System

* Experience in medical/surgical, critical care, home health, psychiatric, L/D, and pediatric care
* Worked alongside a registered nurse and/or nursing instructor performing basic patient care including assessment, intervention, and teaching
* Assisted with procedures including IV/urinary catheter insertion and maintenance, tracheostomy/ETT care, suctioning, and wound care and assisted with medication administration
* Partnered with patients, families, staff and physicians as a compassionate patient advocate, promoting patients’ physical, psychological, and psychosocial well-being

**BLS for Healthcare Providers CPR Certification** Current through January 2023

Member/Volunteer – University Nursing Association

Member – Sigma Theta Honor Society

**RELATED EXPERIENCE**

**Nursing Lab Monitor,** Bob Jones University, Greenville, SC September 2016–Present

* Assisted with lab set-up, managing sharps, and keeping lab areas neat and organized

**Medical Volunteer,** Way of Truth Ministries, Ghana June 2014

* Cared for up to 50 women and children daily for four weeks
* Assisted medical staff by performing routine tasks such as taking blood pressure, pulse, temperature, height, and weight

**ADDITIONAL EXPERIENCE**

**Customer Service**, Hobby Lobby, Anderson, SC Summers 2014-2016

* Greeted and served customers in a friendly and professional manner
* Resolved customer complaints and answered questions
* Issued receipts, refunds, credits, or change to customers

**Contact Info**

* Name should stand out
* Include:
	+ Phone number
	+ Email (Hyperlinked)
	+ LinkedIn URL (Hyperlinked)
	+ Professional Website (if you have one)

**Profile**

* Overview of qualifications & themes in the body of the resume
* Break it down into categories
* Include items such as:
	+ Languages
	+ Computer proficiencies
	+ Customer Service
	+ Communication
	+ Leadership
* Reference the qualifications/requirements section of desired position

**Education**

* Degree
* Major
* University Name, City & State
* GPA – if at or above 3.0
* Anticipated graduation month & year
* Concentration or Minor
* Relevant coursework – if you don’t have much related experience

**Experience**

* Include all experience
* Job title
* Company Name, City & State
* Date range of employment
* Bullet-points describing accomplishments
	+ Do not use personal pronouns (I, me, we, my, etc)
	+ Use strong action verbs to describe
	+ Quantify if possible
	+ Use keywords from job description of desired position

**Extras**

* Associations – Officer positions, memberships
* Certifications – CPR, Excel
* Volunteer/Community Service – GoGreenville, Washington Center Days
* Church – music, teaching, etc.

***Contact us with questions or for resume review!***



careers@bju.edu

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