**Your Name**

Phone Number | Most Relevant Address | Personal Email | Online Portfolio URL

**EDUCATION**

**University of New Hampshire - Durham, NH Expected: May Year**

*Bachelor of Science: Nursing; Minor: GPA: (optional)*

* Any Scholarships, honors societies, and/or awards earned during time at UNH

**Study Abroad School Name - City, Country Dates - Dates**

* Any research or relevant experience while studying abroad

**PROFESSIONAL EXPERIENCE (Might also be RELATED EXPERIENCE)**

**UNH Department of Nursing - Durham, NH Dates - Dates**

*Teaching Assistant: Course Name*

* Begin each bullet point with a strong verb
* Provide full and detailed sentences describing what you did and the impact/value it provided
* Remember to use the language and skills that are relevant to your field and/or the job description!

**Exeter Hospital - Exeter, NH Dates - Dates**

*Licensed Nurse Assistant*

* Emphasize the skills and aspects of your role that are related/transferable to nursing
* You don’t need to include everything you did, just the most relevant aspects of the position

**Name of Site - City, State Dates - Dates**

*Your Title*

* Include 2-3 strong bullet points for each experience. Remember to quantify and be specific, whenever you can
* Use periods at the end of every bullet point throughout the document or eliminate all together. Just be consistent.

**CLINICAL ROTATIONS**

**Company Name - City, State Dates - Dates**

*Rotation Focus*

* Include main accomplishment(s) under each if you have space, if not just keep as succinct list of your clinical placements with the organization name and focus of the rotation

**OR**

**Name of Site - City, State Dates - Dates**

*Medical Surgical, # hours*

**Name of Site - City, State Dates - Dates**

*Geriatric, # hours*

**Name of Site - City, State Dates - Dates**

*Maternal and Newborn, # hours*

**LEADERSHIP AND PROFESSIONAL AFFILIATIONS**

**Name of Student Organization (e.g., Student Nursing Organization) - Durham, NH Dates - Dates**

*Association Member (Executive Board Position or special position)*

* Again, start with a relevant verb such as collaborate, organize, facilitate, etc.
* If you don’t have additional experiences to place in this section, move this up to “Related Experience”

**Athletic Team - Durham, NH Dates - Dates**

*Athlete/Captain*

* Strong bullet point to articulate your experience

**CERTIFICATIONS**

American Red Cross: First Aid/CPR/AED Certified for Professional Rescuers **Expires: Month Year**

Youth Mental Health First Aid **Expires: Month Year**

Professional Association Name **Dates - Dates**

* List the name if you are simply a member; give a bullet point if you are actively involved