

**These are only suggestions! Each resume can be different, as it reflects your uniqueness.
Let us help you tailor your resume to your specific needs! You have what it takes, BRAND yourself!
To schedule an appointment call 270-384-8065 or email careerservices@lindsey.edu**

First Name Last Name

(Optional Mailing Address) or City, State | Professional Email Address | Phone Number
LinkedIn Customized URL/Online Portfolio (optional)

OBJECTIVE/QUALIFICATION SUMMARY

Seeking a position as [job title] at [company] where my [main qualifications] will support [intended accomplishment for the position].

EDUCATION

Lindsey Wilson College, Columbia, Kentucky

Bachelor of Science in Nursing, Insert Expected/Graduation Month Year

- Insert Major
- Insert Minor (if applicable)
- Grade Point Average (only if above a 3.0)
- Relevant Coursework/Academic Projects: List a few classes/projects/Study Abroad relating to the position.
Awards/Honors: List semesters (or range of semesters) and year awarded; if you have many, create a new section.
- Extracurricular Activities: Bonner, Athletics, etc.

CLINICAL EXPERIENCE

Insert Course	Insert Location	Insert Total Hours
Insert Course	Insert Location	Insert Total Hours
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Insert Course	Insert Location	Insert Total Hours
Insert Course	Insert Location	Insert Total Hours
Insert Course	Insert Location	Insert Total Hours
Insert Course	Insert Location	Insert Total Hours

PROFESSIONAL EXPERIENCE

Name of Organization, City, State

Most Recent Job Title, Month Year- Month Year

- Begin each bullet point with a present or past tense action verb (ex: “Research/ed”, “Manage/d”, “Collaborate/d”...). Avoid generic actions verbs (ex: “Work/ed”, “Did”, “Assist/ed...”), or repeating the same action verbs.
- Absolutely NO personal pronouns. Meaning, do not use I, they, we, she, he, us, etc.
- Focus on the tasks that are relevant/important for the position you are applying for.
- Highlight the skills employers are mostly looking for: leadership, teamwork, written/oral communication, problem solving, diversity and inclusion, etc.
- Use verbs similar to those found in the job posting or a generic job description (find one at <https://www.onetonline.org/>)

ADDITIONAL WORK EXPERIENCE

Name of Organization, City, State

Least Recent Job Title, Month Year- Month Year

- Follow the same guidelines for each work experience you are listing

CERTIFICATIONS, ADDITIONAL SKILLS and AWARDS

- List certifications that are relevant to the position as License title, License State, License Number, Expiration date
- Language skills (fluent, bilingual, conversational)
- Avoid listing “soft” skills (ex: communication, leadership, teamwork) → these should be shown through your bullet points in your experiences and education section.

LEADERSHIP (If applicable; see additional possible categories on the ‘resumes’ handout)

- Other section headings can include military service, professional organizations, conferences and professional development, campus involvement, civic engagement/volunteer work, etc.