

Nursing Student Resume

Your Name

xxxx@abc.com

2069 Cherry Lane

Plateau, AL 12345

(xxx) 555-6262

- OBJECTIVE:** To obtain a staff nurse position in a community hospital.
- EDUCATION**
- Calhoun Community College**, Tanner, AL May 2003
A.S. Nursing GPA: 3.75
- Huntsville High School**, Huntsville, AL May 2000
Diploma, Graduated Valedictorian
- RELATED COURSES** Basic Pharmacology, Human Anatomy and Physiology I, Safety Issues for Clinical Practices, Family Centered Nursing
- WORK EXPERIENCE**
- Wayne's Shrimp Shack**, Huntsville, AL 10/02 – Present
Waitress/Hostess
Greet customers. Make dinner reservations. Provide positive public relations for management. Ensure customer satisfaction and timeliness of service and food delivery. Train new hostesses and waitresses.
- Tots-to-Teens Center**, Neshoba, AL 09/01 – 09/02
Office Assistant
Provided administrative support for professional staff. Answered phones and referred messages to appropriate personnel. Coordinated after school and daycare activities for youth and toddlers. Scheduled appointments for the Director. Mediated conflicts during day camps.
- VOLUNTEER EXPERIENCE**
- County Health Department**, Huntsville, AL 12/00 – 12/02
Candy Striper/Personal Aid to Head Nurse
Assisted nurses with presentation set-ups at local high schools and community centers. Scheduled client appointments. Greeted patients at check-in. Performed clerical tasks including filing. Comforted infant patients in distress. Aided with blood pressure screenings.
- AWARDS & ACTIVITIES** *Who's Who Among America's Community College Students*, Dean's List, Student Government Association, Nursing Club
- SKILLS** Proficient in computer office applications including WORD, Excel, Adobe, and electronic mail. Able to read blood pressure and heart rates using medical equipment. Fluent in Spanish and German.