Continue

Resumes for nurses

```
Although the demand for nurses is growing, getting a job in the nursing industry isn't easy, especially if you're making a start or submitting a letter of resignation at your current position. How are you supposed to know how to write a stunning resume so employers will immediately want to hire you and create a cover letter detailing your
accomplishments? Getting into the nursing field is tough, so we analyzed dozens of nursing resumes to learn what works and what doesn't to help you get a great nursing resume samples to help you make a resume online from scratch or update your current
resume to get you your next nursing job in 2025!or download as PDFYour nursing resume is the first contact between you and your employer, so you must ensure your resume makes a solid first impression. One of the quickest ways to do so is by including your licenses in your title. This clearly signals to the employer that you're qualified for the
position. Adding an optional licenses section is another way to demonstrate your abilities, so if you have the room, make sure to add that section. Once you've got the employer's attention, they need to continue reading, which won't happen if your nursing resume is generic. Instead, tailor your resume to the nursing job description. What keywords did
they list? What responsibilities do they expect you to complete? Use this as your guide to include what employers most want to see.or download as PDFAs a nursing student, you've gained plenty of clinical experience during your rotations, but knowing how to include it on a resume can be difficult. The key is to be specific about what you contributed
or learned during your time in school. How did you assist your peers or supervisors? Did you witness anything especially noteworthy? What did you learn? Listing details like these helps employers qualify your abilities. When writing your nursing student resume, you may face too much white space, which is an invitation to add a resume objective.
While an objective is strictly optional, it's a great way to convey your excitement for the position and some of your relevant skills. View more nursing student resumes >or download as PDFMuch like applying for an RN role, you should include your license right in your resume title (right after or below your last name). This effectively alerts the
employer that you're qualified for the role (and thus, deserve an interview). In addition to your title, if you have any certifications or additional licenses, include them on your resume in a designated section. If you're struggling to know what to write on your CNA resume, it can help to look at CNA resume examples and local CNA job descriptions to
determine what employers want to see and what metrics to include, or download as PDFWriting an ICU nurse resume can feel overwhelming: what are you supposed to include, and how are you supposed to include, and how are you supposed to include, and how are you supposed to include.
outline to give you a basic structure to follow and show you what your finished resume should look like. Even if you lack specific ICU experience, you can include any nursing experience. Many nursing experience bullet points, use general responsibilities like "provided effective
care"), but be specific about how you helped your patients (and what resulted from your ministrations). View more ICU nurse resumes >or download as PDFSince you're a new graduate, your experience during your clinical rotations can (and should) be included on your new grad nursing resume. It's also important to list any other healthcare
experience you have, whether it's paid experience or volunteer work. If you lack experience if you have it. Your resume skills section should match keywords mentioned in the job description as honestly as is your
reality. For example, does the job description talk a lot about compassionate care? Then you should include the phrase "compassion" in your skills section.or download as PDFAs a nurse, you know that first impressions count, whether with you and your patients or your employer. Because of that, you need to format your resume to make it aesthetically
pleasing and easy to read. The best format for nurses in 2025 is the reverse-chronological format since it shows how you've grown your skills over the years. However, if you have a gap in your job experience, there are other formats you can use to disguise that. Formatting is more than just the structure; it also includes the overall look of your
resume. Adding a few splashes of color to your nurse practitioner resume makes it look prettier and helps readability. Just be sure to choose a color that is easy on the eye (no neons, please). View more nurse practitioner resumes > or download as PDFTravel nurses are more in demand than ever, but that doesn't mean you can be lazy when writing
your travel nurse resume. You need to stand out above the competition, clarify your work experience sections so employers know if you've had traveling nurse contracts or not. As you gain more work experience, be picky about what you include on your resume. Your goal should be to
keep your resume to one page, so real estate is valuable! More likely than not, you don't need a resume objective or summary, nor do you need to list individual projects. Remember that you can go into more detail about achievements and skills in your nursing cover letter. View more travel nurse resumes > or download as PDFYour job is extremely
hectic and challenging as it is, so let your ER nurse resume do all the talking for you. Include any medical certifications you've been trained in. Certifications you've completed so your next employer will immediately know what you've been trained in. Certifications like the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and Certifications you've been trained in. Certifications like the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and Certifications you've been trained in. Certifications like the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and Certifications like the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and Certifications like the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and Certifications like the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and Certifications like the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and Certifications like the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and Certifications like the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and Certifications like the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and Certifications (NCLEX-RN) and Certification for Registered Nurses (NCLEX-RN) and Certification for Regi
depict that you've done the work and undergone the rigorous training needed to be an ER nurse. View more ER nurse resumes >or download as PDFWhen you're applying for a new job as a charge nurse, you must demonstrate an increasing level of responsibility throughout your nursing career. Any project or experience you've had in a leadership
position should be included. For example, have you had the opportunity to manage or lead co-workers? Have you ever trained a nurse and oversaw scheduling? Be specific about how you've managed projects and people and what resulted from your leadership. Want to know a quick and easy way to write a charge nurse resume? Start by using a resume
template to format your information, then fill in the blanks with specific details about your past experience and skills. View more charge nurse resumes > or download as PDFA school nurse is responsible for a broad and varied patient population: students. To succeed, you'll need to implement processes that can support their many diverse needs. Are
you skilled in using platforms specific to educational institutions, such as SchoolMessenger? Include them on your school nurse resume to prove that you're prepared to handle the caseload. View more school nurse resume to prove that you're prepared to handle the caseload. View more school nurse resume to prove that you're prepared to handle the caseload. View more school nurse resume to prove that you're prepared to handle the caseload. View more school nurse resume to prove that you're prepared to handle the caseload. View more school nurse resume to prove that you're prepared to handle the caseload. View more school nurse resume to prove that you're prepared to handle the caseload. View more school nurse resume to prove that you're prepared to handle the caseload. View more school nurse resume to prove that you're prepared to handle the caseload. View more school nurse resume to prove that you're prepared to handle the caseload. View more school nurse resume to prove that you're prepared to handle the caseload.
on this coveted unit. Take the time to craft a career objective that demonstrates your passion for working with this special patient population. Use the career objective to frame your clinical experience through the lens of NICU nurse
resumes >or download as PDFDon't undervalue how valuable an addition your personal projects or activities can be to your labor and delivery nurse resume. If you've spent your time outside work organizing events to promote women's health and reproductive rights, it's a powerful statement that shows your passion and commitment and deserves to
be mentioned in your resume. View more labor and delivery nurse resumes > or download as PDFDid you start your career in a small way and have climbed the professional ladder to be here today? It doesn't matter that you started as a babysitter. Use that to showcase determination in your LVN resume, and recruiters will pay attention. As you
progress, unleash quantified achievements in your previous roles, emphasizing how you helped patients and improved outcomes (hint: reducing medication errors by 28% and enhancing patients afety).or download as PDFFor a nursing assistant resume that can show you're up to snuff and boost your chances of scoring an interview, shine a light on
your industry-relevant licenses. For instance, a Minnesota Nursing Assistant Certification and a Certification and a Certification and a Certification and a Certification and show that you've met the required professional standards. They paint a pretty picture of a candidate who, at the very least, deserves an interview.or download as PDFEven if
you're entering healthcare for the first time, don't shy away from packing your new nurse resume with as many armamentarium skills as possible. Including devices and software such as Hill-Rom smart beds, Omnicell, PeraHealth's Rothman, and Vocera Badge shows employers that you're all ready to hit the ground running and help senior nurses
treat patients with the latest gadgets in hand.or download as PDFWith specialized skills or knowledge in medical tools and software in your next recruiter. If you're well versed with a particular HR management tool or medical management software, it's one less
thing a hospital or healthcare center will have to train you on. View more nurse manager resumes > or download as PDFTraining to be a nurse takes years of dedication, effort, and practice, so you may want to include relevant classes. An extensive program, like a Bachelor of Science in Nursing, from an esteemed institute like Johns Hopkins University
for example, is a worthy inclusion in your pediatric nurse resume. Some professions require CVs for senior-level officials, while other
industries are fine with a resume no matter their seniority level. Check the job description to see what kind of information the employer requires, so you know what to write. Because you have to include more work experience, you may be wondering how to condense everything on your experienced nurse resume. Try to demonstrate the different
specific responsibilities you've had throughout your career. What kinds of clinical techniques have you done? For example, have you assisted with ADLs, administered particular tests, or diagnosed specific types of diseases? or download as PDFAs a telemetry nurse, you're the heartbeat of the operation—literally. It's up to you to monitor and protect
the patient from a cardiac event during surgery. You can bolster your telemetry nurse resume by listing any special certifications that further qualify you for the task, such as Advanced Cardiovascular Life Support (ACLS). View more telemetry nurse resume by listing any special certifications that further qualify you for the task, such as Advanced Cardiovascular Life Support (ACLS). View more telemetry nurse resume by listing any special certifications that further qualify you for the task, such as Advanced Cardiovascular Life Support (ACLS).
resume is dead due to a poorly done education section, you risk missing out on the next exciting opportunity to transform lives. How far back should you go? You wonder. If you have a master's degree in nursing or healthcare management, make that the centerpiece of your education section. Otherwise, a bachelor's degree fits the bill! Of course, don't
forget to add the institution's name and the year you graduated.or download as PDFYou know you're in the big leagues when you're creating a director of nursing resume. Accordingly, mention what recruiters love — complying with HIPAA regulations.List down all the variety of software you're proficient in and write how you've used each right from
the beginning of your career. Last but not least, never forget to add your RN license!or download as PDFThere's a lot riding on your shoulders for this position so ensure you mention your management qualities in your RN BSN resume. Go beyond helping patients and list all the times you've helped doctors treat a condition more quickly or improved
after-surgery recovery rates. Add how you've endeavored to assist patients remotely during tough times (if any) such as providing remote sessions during COVID-19.or download as PDFTo work as a critical care nurse lead, you don't have to be an expert from the start. Here, even small contributions from prior positions may make a big difference.
Take a cue from Sarah's critical care nursing resume and start by adding your first job. Gain promotion and assume a new role with greater responsibility after that. Use this to show your dedication by backing your first job. Gain promotion and assume a new role with greater responsibility after that.
highlighting your job-relevant technical skills in your nursing informatics resume to say you're right in your element and worthy of a shot. But don't forget that demonstrating relevant technical proficiency is not just about listing the tools (think Epic Systems, Quippe, Meditech, etc) you know inside out—anyone can do that. Our proposal? Show the
potential employer how you applied the software, too, so they can separate you from the crowd that bluffs.or download as PDFTossing the same old generic nursing home administrator resume to perfection?
Begin with a careful analysis of the job listing and grasp the matching qualifications, skills, and requirements that resonate with your own experiences. Found them? Fantastic! Now, strategically incorporate those golden nuggets into your resume. In addition, picture how Amanda flaunts her nursing license-if you've got similar credentials or those
shiny certifications, mention them somewhere in the side column.or download as PDFThere's one thing that's always going to give you the upper hand over other applicants in healthcare—a credible license. This isn't just another document
that's good to have but proof of the grit and effort it takes to be a professional nurse, which further adds to her existing value.or download as PDFYour CNO resume should be written in reverse-chronological order, with your most recent experience listed at the top of your resume. This formatting showcases your career growth and leadership
development by highlighting your most recent (and likely most relevant) job. CNOs must have management and finance experience, so focus on including hard skills such as BLS, QA/QC, federal compliance, and fiscal health analysis. View more
CNO resumes >or download as PDFYour telehealth nurse resume needs to make a positive first impression as quickly as possible, but how are you can incorporate to make your resume a cut above the rest, including choosing specific hard skills in your skills section and formatting your
resume in reverse-chronological order. If you have a few years of experience under your belt, your education section will look different than an entry-level telehealth nurse resume. If you have a degree higher than a high school diploma, ignore your high school information since employers don't need it. If you have multiple nursing degrees, include all
of them. View more telehealth nurse resumes >or download as PDFWith a fantastic history in the field, whipping up an impressive psychiatric nursing resume should be a total breeze for you, right? But remember, you've got to ensure your wins get the spotlight they deserve. Take Sarah, for example. She didn't just casually namedrop
accomplishments like "reducing 30-day readmission rates by 14%" and "spreading awareness of mental health services among 1,280+ community members." Nope. She made those wins pop out in her resume with bolding and underlining to wow the recruiter from the get-go.or download as PDFAs a nurse consultant, you should showcase how you've
built relationships and improved group collaboration and communication. Use business-related numbers like sales growth or revenue/profit increases to demonstrate your story as concisely as you can. Don't forget to add other
sections to showcase your training and certifications. If you decide to include these sections, keep them brief and include only what's relevant to the job you're seeking. View more nurse consultant resumes > or download as PDFYour office nurse resume is the very first impression a hiring manager will get of you. Consider how you want to come across
By the book? Compassionate? Happy to work long hours and see a lot of patients, or would you prefer to see a few patients and develop strong relationships?Do your homework on the environment you're applying to work in, and ensure you showcase why you're a good fit for that specific job. After all, an ER unit with high patient turnover may be
much more interested in your high-efficiency standards than an in-home clinic that consistently services a much smaller patient load. Sure, you're been using passive voice or inconsistent punctuation, and even though you're
not applying for a job as an English Teacher, a hiring manager won't be thrilled if you overlook little details when they're going to literally put lives in your hands. View more office nurse resumes >or download as PDFMuch like applying for an RN role, you should include your license right in your resume title (right after or below your last name). This
effectively alerts the employer that you're qualified for the role (and thus, deserve an interview). In addition to your title, if you have any certifications or additional licenses, include them on your resume in a designated section. If you're struggling to know what to write on your CNA resume, it can help to look at local CNA job descriptions to determine
what employers want to see and what metrics to include. View more CNA nurse resumes >or download as PDFPicture this, after a hard day's work of updating your home dialysis nurse resume, you're left with a beautiful, detailed log of the past 30 years of your work experience. Sounds like a fun, light read!Unfortunately, as much as it may be
interesting for you to look back over your life history, most hiring managers won't be quite as thrilled about the prospect. Adding a career summary to your resume can give recruiters the highlights, without drowning them in a sea of information. Woohoo, once you finish writing your resume the hard part is done, right? We hate to break it to you, but
your resume formatting is just as important as the actual content of your resume. Trust us on this, nothing bothers a hiring manager more than a resume that is 1.01 pages long.or download as PDFNo LPN has the same responsibilities within every industry. Connect your strengths by highlighting your technical abilities according to the nursing job
description on your LPN resume. If your current specialization is different from the job description, don't stress! You should still be specific about your experience, but focus on transferable skills that go hand-in-hand with other fields. For example, do you specialize in long-term care, nephrology, or developmental disabilities? Include how you applied
those abilities throughout your LPN resume. An impressive education, both what you know and what you've taught, is a strong indicator of expertise as an LPN. Of course, you need to include where you got your nursing degree, but don't stop there! Adding a certifications or licenses section can show off your training and catch a hiring manager's eye
quickly. View more LPN resumes > Hiring managers typically receive a torrent of resume whenever there's an open position, so if you prepare your nursing resume haphazardly, you are more likely to get the boot than the job. To avoid that sad scenario, you need to make your nursing resume readable, logical, and pleasing to the eye. It should
showcase your skills and experience while being ATS-compliant, and it should show off a bit of your personality, too. First, let's answer this important documents when applying for a nursing position. It showcases your clinical skills and nursing work
experience with quantified results, projects, internships, clinical rotations, education, certifications, and a professional summary that tells recruiters why you qualify. Now, let's get into writing a resume that will land your dream nursing job. It make sound like an impossible task, but before your get overwhelmed, start by taking it one step at a time
First, choose your formatting style: reverse-chronological, functional, or hybrid. A well-structured resume is essential for your job search. Even if your resume has perfect content, if your resume is n't easy to skim at a glance, it's unlikely you'll be called for an interview. Your content matters, but so does how you present that content. Therefore,
formatLists relevant experiences and skills in reverse-chronological orderThe best for making it past the ATSHybrid or combination formatCombines functional and reverse-chronological featuresHighlights both your skills and experience or are re-entering the workforceThe best bet for a nursing resume would
be the reverse-chronological format. This helps the recruiter see your upward career progression. If you started as an intern in a given health organization, and then moved up the career ladder to become a full-fledged nurse, your potential employer will be able to track your progression and assess your qualifications faster. It's important to include
the relevant contact header information in the right order. If you're a nurse, your contact header should have the following: Your name—Employers won't automatically know you, so you need to include your first and last name. Phone number—Use your personal cellphone number instead of a work phone in case a potential employer calls when you're
not on the job. Email address—Include a professional email address, preferably combining your first and last name. City & state—This is optional but recommended so employers know if you're local. LinkedIn—Some employers require your LinkedIn profile, but even if it's not mandatory, it's helpful for employers to see your career progression. The
contact header should be, you guessed it, at the top of the page. Good font choices are Times New Roman, Arial, or Calibri, all at 12 point size. When it comes to color, remain conservative with black and white. Some resume templates can format your resume templates can format your resume templates can format your resume.
recruiter. However, if you know how to properly format your resume, you'll pass the ATS scan and make your way to a person. Here's what you should know about the role of fonts, font size, margins, header names, logical order, skills, and page length, as far as ATS-friendly resumes are concerned: ATS-friendly fonts make it easy for a computer to
read your resume. Some of the most commonly used ATS-friendly fonts include: Times New Roman, Calibri, and Arial. Preferably, your body font size should be 10-12 points, while your headers can be bigger. Margins also matter, since the ATS
automatically assumes your margins are the standard size of one-inch all around. Any bigger or smaller, and the ATS might mis-read your resume. Keywords are the main focus of the ATS is not sensitive to the number of pages, but one page is the
standard across professions. Putting together an effective nursing resume may seem overwhelming and not worth your effort. However, putting in the extra effort now will pay off when you get an interview. And remember, you're not doing this alone. We're dedicated to helping you write an amazing resume by providing advice on common frustrating
decisions like this:When an objective is most useful on your nursing resumeWhen a summary can be the preferred choiceHow to list your most relevant nursing resume, you have the option to use career objectives and summaries.When
to include a career objective in your resume: You can use an objective when changing or modifying your career. For instance, if you plan to change from a surgical assistant registered nurse to an emergency room registered nurse to an emergency room registered nurse.
looking for an entry-level job and lack experience. When a summary is right for your resume:Use a summary to highlight your most valuable experience and skills. These are ideal when you have vast experience in nursing. For example, if you've worked in a health setting for 10 or more years, you can include a summary is effective for
connecting varied work experiences. Skip the objective or summary if you're not planning to customize it to each position you apply for. Otherwise, it's generic filler that takes up too much white space. Unclear objective example: "Looking for a nursing job to apply my skills and knowledge." This lacks specificity and reads "I just need a job to pay the
bills." While that may be true, employers want to know you're passionate about your work and will improve your workplace. Vague summary example: "I am a highly-experienced registered nurse looking for a position in this hospital." This lacks depth and work history details that should hallmark a summary. It's void of substantial expertise,
specializations, and skill specifics. Excellent objective example: "As a registered nurse with a passion for senior citizens, I aim to leverage my 8 years of client-facing geriatric experience to improve the health of every patient in a compassionate way at Kaiser Permanente." This objective highlights the years of experience and the candidate's field of
expertise while also naming the potential employer. Excellent summary example: "Self-driven registered nurse with a myriad of emergency and general experience totaling 10+ years in the specialized care fields of gynecology, renal, direct-patient, and primary care. Proven 7-year record of consistently diffusing high-stress, sensitive situations with
niched expertise and compassion."This summary highlights their years of experience, the key areas they've worked in, and their specialities within those fields. Don't forget to indicate relevant experience in your resume. While we wouldn't recommend including every job you've had since you were 16, you can get away with adding work experience.
from different fields if you're an entry-level candidate. However, if you're applying for a senior position, you'll need to include at least three nursing position. For instance, a director of care management requires nine years of experience, four of which must be
managerial. Conversely, a registered nurse position may require one year of direct patient care. The responsibilities, in this case, are not very demanding. If you lack experience overall, you can include any academic projects and volunteer work that is relevant to the nursing job description. Three examples of poor job experience bullet points for
nurses:I have eight years of experience in nursingGenerally, you should avoid using "I," and you should include specifics, not just generic statements of experience. I joined the hospital in MayThis bullet includes "I" and lacks job specifics and quantifiable metrics. I have provided compassionate care for all of my patients. Although it may sound nice on
the surface, it doesn't answer exactly what the patient did and the results of their work. Three examples of good job experience bullet points for nurses: Provided a wide range of services to a caseload of 50+ patients. Spearheaded 4 new primary care training initiatives to over 60+ nurses.
recruitsAgain, this uses an action verb but furthermore, it describes exactly what the candidate provided (primary care training). Oversaw the safety of patients in the healthcare facility by formulating risk mitigation measures in the unitSpecific, pertinent job duties show employers your skills and can also help you pass the ATS; two thumbs up for
this one! When preparing your resume, remember that no employer wants to waste time reading vague statements about your impact and achievements. For instance, if you say you "served many patients daily," a potential employer might
wonder about the exact number because 'many' is a relative term. Examples of how to quantify metrics: Suppose the nursing job description asks for a training sessions you conducted per day in your previous employment. Number of clinical training sessions per
dayTrained 75% of new hires on pre and postoperative care >20 days per monthSome of the health facilities labor under tremendous pressure. The number of patients you served per a specific amount of patients you served you serv
time. Number of patients served in a day Worked in a setting with a 6:1 patient-nurse ratio, receiving 400+ visitors per dayIt's helpful to understand the differences between hard and soft skills to list in your resume skills are those tools you
use to do the job, aka technical abilities that require training. Examples of hard skills:ERM systemsMedical documentationInfant and child careEmergency careAmbulatory careCPR certifiedOn the other hand, soft skills are abilities that are harder to quantify and are more personality-based. Examples of soft
customize your resume and thus, makes you more appealing to the hiring manager. Employing the right keywords makes your resume relevant and noticeable, giving you an edge over the competition. When preparing your nursing resume, include all the elements that will increase your chances of getting the job. You need to indicate the
following:Your education levelAny certifications or licensesYour experience in other nursing environmentsYour years of experience as a nurseOn the topic of licenses, you need to share your area of specialists. Including your area(s) of
expertise helps potential employers determine whether you're the right candidate for the job. Besides, including this information is easy to do and shouldn't take up much space! Simply place certifications and licenses in a short section toward the bottom of your resume: Most of the time, you don't need to include projects or interests/hobbies on your
resume. However, you may be able to add them depending on your level of experience and the type of role you're seeking. If you're seeking. If you're seeking. If you're seeking undergraduate projects you've likely gained tangible experience and show your new
employer how you'll impact their business. In the same vein, you may not need to indicate your hobbies or interests unless it's encouraged. However, you can gain an advantage over the competition if you have strong qualifications and hobbies that match the company culture. To help you determine whether or not to include hobbies, visit the
company's website and read the "About Us" section to gauge whether they have a unique cultural fit. If you're an entry-level candidate or a recent graduate, listing hobbies and projects can help you fill space and showcase your personality. However, it's always good to review the job description to ensure these additions are relevant. Either way, keep
the project and hobbies lists short and at the bottom of your resume. Examples of hobbies/interests: Volunteering for community health services Exercise Learning new languages Examples of projects: Organized and led breast cancer awareness campaign for two consecutive semesters Researched mental and psychiatric issues for semester-long
experimentRemember to customize your resume when applying for a new job. Even if you're only applying for specific roles, like LPN jobs, that doesn't mean every job description for that title requires the same qualifications. There's usually something unique to each position. Thus, for every application, make sure you tailor the following
sections:ObjectiveSummarySkillsWork experience bullets(These can stay mostly the same, but you should adjust responsibilities and keywords slightly.)To recap, each job description comes with different skill requisites. Furthermore, remember to note keywords slightly.)To recap, each job description comes with different skill requisites. Furthermore, remember to note keywords slightly.)To recap, each job description comes with different skill requisites.
the hiring manager that you're observant and have an eye for detail. Remember, you'll be working with patients and should demonstrate accuracy and precision. To ensure a flawless resume, run your document through a resume checker and have your colleagues proofread it. Don't let typos cost you a job! Many job seekers languish in the job market,
especially considering the number of nursing graduates produced by universities each year and the fierce competition. So, you must be creative and savvy to survive the market. Happily, you've already taken the first steps by reading this guide, so congratulations! We know you've worked hard to get this far, and we wish you all the best as you write a
power-packed nursing resume and get ready for interviews in 2025! What should a nursing resume include? A nursing resume should be achievement-oriented, quantifying your achievements through clinical skills. Other essential sections you must add are contact information, education, certifications, and a professional summary. Whatever you
include should add value to your qualification and give recruiters reasons to believe you're the right candidate. It's also imperative to tailor your resume to the specific nursing position you're applying for. Do you need a resume for a nursing job? Absolutely, yes, employers expect you to submit a resume as part of your application documents. A well-
crafted nursing resume is your first impression on a hiring manager and can convince them to hire you. As long as you demonstrate your experience through metrics and the use of nursing skills, you can be sure of getting interviews and ultimately landing the job. Expert Reviewed by: Amanda Guarniere, NP, Founder of the Resume RX In 2025, a
vague, uninspiring nursing resume just won't cut it. Recent years have fostered growing competition for the best nursing jobs, creating a greater need for nurses to learn how to write exceptional nursing resumes. With vast opportunities and diverse requirements from various employers, every nurse must put their best foot forward to market
themselves for the best positions. However, this ever-changing world of online applications and robotic resume readers makes it more complex for nurses to get to the first rounds of interviews. This article will help you build a better nursing resume by giving you are
inside look at how robotic resume readers work and providing tips on how to make your resume, things you should and shouldn't include, and provide examples and templates. As the leading educational website for nurses by nurses, Nurse.org is committed to editorial integrity and data-driven analysis. 

Content written by 80+ licensed, practicing
nurses who are experts in their respective specialties. Learn more about our nurse contributors. <a href="Consistent article-updates">Consistent article-updates</a> to ensure they are as relevant and accurate as possible,
utilizing the latest data and information when it becomes available. Think of your professional nursing brand. A brand is more than a logo - it's the overall impression you give your audience. In this case, your audience is a potential
carefully curate your brand for these employers. Captivate them with your professionalism, unique skillset, experience, and personality using your nursing resume. These tactics may help get your foot in the door for an interview, where you can close the deal by impressing them in person. The first and most important step in any marketing campaigr
is the research phase. The more you learn about potential employers, the better you can tailor your registered nurse resume for specific jobs, take some time to answer the following questions about each company: Who are they? What is
their company culture? What do they struggle with as an organization? What qualities are they looking for in a potential candidate? Which of their desired qualities do you possess? Researching Company Culture and Values The internet has made it fairly easy to hop online and start your research right now from your mobile device. Employers'
websites and social platforms will give you an inside glimpse at their culture and values. Instead of simply reading a job posting, take a few extra steps to investigate the employer's online presence: Check out the company website - what does their mission statement say? See what they tweet about Investigate what photos they post on Instagram
Learn about the articles they share on Facebook Check their LinkedIn - do you have any connections at the company? Look at their Google ratings Examine Required vs Preferred Nursing Qualifications The research phase isn't just about investigating the company - you also need to understand the job description. Specifically, understanding the
difference between "required" and "preferred" qualifications will help you build a tailored resume for each job: Required Qualifications will not be considered. Preferred Qualifications Skills that are desired but are not deal-breakers for the employer. You may
still be considered even if you do not possess these. As you personalize your nursing resume to different opportunities, these qualifications will, in part, guide what you do not possess some or all of the preferred
qualifications, you can apply anyway and still be in the running. However, including the ones you do possess on your tailored nursing resume for each position you apply for. Queue the "master
resume," a comprehensive working document that highlights everything you've accomplished and every skill you've fostered as a nurse thus far. We recommend starting with a foundational nurse resume so that you can alter it for each role you apply to. This way, you won't be rewriting a new resume for every single position. But you'll also avoid
submitting "cookie-cutter" resumes that employers won't bother looking at twice. Use Research to Personalize Your Nursing Resume Dale Carnegie once said that "A person's name is, to that person, the sweetest and most important sound in any language." Personalizing your RN resume matters, with both how you mention and address the future
employer and how to include your specific qualifications that match what they are looking for. Using your research and leveraging your professional brand and personality to target your nurse resume could lead to the interview of your dreams. Not targeting it, however, could lead you on the fast track to nowhere. The internet revolution transformed
the hiring process, impacting the entire labor market in a very short time. 15 years ago, printing your resume on off-white linen paper and hand-delivering it to employers was the status quo. But as little as five years later, doing so might only get you some perplexed looks and urges to apply online. Technological advances will continue shaping the job
market in 2024. USC Annenberg reports that up to 55% of companies are making investments in AI recruiting measures. But even now, many employers screen online applicants using resume past them and into a real person's hands.
What Is a Resume Reading Robot? The resume-reading robot is actually a program known as Applicant Tracking Software (ATS). ATS systems are highly technical but can only do what their program says, unable to come close to human discretion. So, knowing how ATS systems work can help you write a resume that passes their screening. Here's a
brief overview of how employers use ATS software to screen nursing applicants: 1. Knockout Questions Recruiters can use an ATS to scan for keywords or "knockout questions" like "Do you have an active Washington State Mursing License?" These functions help them swiftly eliminate unqualified candidates. 2. Disqualifying Statements They may also
configure the ATS to include "disqualifying statements." An ATS searching for these statements will automatically reject nursing resumes with certain keywords or phrases. For example, an ATS screening for bachelor's-trained nurses might reject nursing resumes with certain keywords or phrases. For example, an ATS screening for bachelor's-trained nurses might reject nursing resumes with certain keywords or phrases.
They vary greatly in their functionality and behavior. Most ATS systems are programmed to score resumes based on various other criteria. The results are imperfect. Some ATS systems can't differentiate between titles, such as Clinical Nurse II and Registered
Nurse, or distinguish between the terms BLS and Basic Life Support. So how do you navigate these intricacies in your nursing resume? Best Practice: Read the job description and use the exact wording for the qualifications listed that you possess. If you use acronyms and abbreviations, make sure to spell out the entire word, followed by the
shortened version. It would be disappointing to have all the requested qualifications but be filtered out by the ATS because you used only the acronyms when the robot was programmed for the full phrases spelled out. What Are the Shortcomings of ATS? The problem is that ATS does not 'read' a resume as a human would - it simply collects data. It
doesn't care about aesthetics, either. It is programmed by an employer to search for the right voder, on the right part of the resume. Also, the system can get confused pretty easily. For example, if the font is too fancy or if it encounters unrecognizable symbols, it may score the resume as 'unqualified' and move on to the next
resume. It does what it is configured to do, nothing more and nothing less. While ATS has streamlined the hiring process for employers, it's also made job search extremely challenging for the job seekers say that their online job search
is stressful. What Other Hiring Technology Might I Encounter? Recently, some employers have started to use artificial intelligence in a different way - during the interview, but there is a catch. You don't interview with the employer but with a
computer. In these one-way or "on-demand" interviews, you essentially get the opportunity to record your video responses before choosing the candidates for formal interviews. Does Every Employer Use ATS? While many employers use ATS, there are
definitely employers who still rely on human resource professionals to screen resumes and invites the most qualified candidates in for an interview. The problem here is that most employers will receive hundreds of resumes and invites the most qualified candidates in for an interview. The problem here is that most employers will receive hundreds of resumes and invites the most qualified candidates in for an interview.
quickly, the HR professional may resort to a simple scan of the resumes knowing that even qualified applicants may not make it. It's simply a way to reduce the number of applicants. In either case, the goal of the modern resume is to 'sell' yourself in an organized, targeted manner for a specific role. The best way to design an effective, attention
grabbing resume is by making strong assertions in the beginning followed by supporting evidence. How to Get Past the ATS Target your resume to the specific position. Do this by reading job descriptions and selecting keywords noted in the descriptions - competencies, skills sets, education, and experience. Match individual experiences to
keywords/key skill sets found within the job posting. Research the employer and target the resume based on the facility's values and culture. Make strong assertions within the job posting. Research the employer and target the resume based on the facility's values and culture. Make strong assertions within the job posting. Research the employer and target the resume based on the facility's values and culture.
100% of the "Required Qualifications." Use simple fonts such as Times New Roman, Arial, or Calibri. Never use smaller than 10-point font. See Part 5 for more styling suggestions. Use simple flack bullet (dots) points, not special bullet symbols. Save your resume as a .doc, .docx, or .pdf format. If using an abbreviation, always spell out the words
followed by the abbreviation or acronym. You never know how the abbreviation was entered into the ATS. Use standard, simple section headers such as "Work History" or "Education." List specific skills, including: Settings you've worked in Patient demographics Policies/procedures EMR/EHR used Medications administered Equipment used Don't
use the same title as at your current employer if it is different from the title in the job description. Use the title in the job description. Use the title in the job description on't overload your resume with keywords. Use them appropriately. Overusing keywords will flag a resume and could cause the ATS to lower your score. Don't forget to support the keywords you use with evidence
understand what that means. Don't include a headshot, graphics, special fonts, photos, colored fonts, or unique bullets. Do not state, "References available upon request." It takes up too much space and is unnecessary. If employers want references available upon request." It takes up too much space and is unnecessary. If employers want references, they'll ask. Don't place skills at the bottom of the resume. Many ATS systems only scan the top 1/3 of
the resume for keywords. If you have important keywords at the bottom, the ATS may not see them and could disqualify your resume. Don't use "I" statements; resumes should be written in the third person. Do not rely on resume builder software. Stay in control of your registered nurse resume. How to Spot an ATS If you've ever visited a job
posting and seen an "APPLY NOW" button, you've encountered the elusive resume-reading bot. ATS requires candidates to enter data on the front end. Maybe you've gone through the steps to create a login, complete the application and upload your resume. Perhaps you didn't realize at the time that you were entering your information into an
applicant tracking system. Raise your hand if you never heard back! Now, keep in mind that it can be difficult to stand out when you are applying for a job online, especially when there is an
ATS involved. As you consider your overall job search strategy, try to think of other ways that can increase your chances of getting a job. Don't be afraid to ask your network connections for referrals and recommendations, or let friends and family know what type of position you are looking for and where. While your resume is absolutely important, it
isn't the only tool that can lead to you getting a job. Prior to ever typing words onto your resume, it's important to first decide on a resume format. There are three types of resume layouts. While we highly recommend the reverse-chronological layout for most nursing professionals, we'd encourage you to make the best choice for yourself. Here's a
breakdown of the three most popular types of resume layouts: 1. Reverse Chronological Nursing Resume This layout focuses on career history and lists jobs in reverse chronological order. We recommend this type of registered nurse resume for the majority of healthcare professionals and will focus the details of this article on the format. It is best
suited for: New nursing graduates Nurses with fewer than 5 roles within the past 5-7 years. Travel Nurses with multiple small gaps in employment Nurses with fewer than 5 roles within the past 5-7 years. Travel Nurses with fewer than 5 roles within the past 5-7 years. Travel Nurses with fewer than 5 roles within the past 5-7 years. Travel Nurses with fewer than 5 roles within the past 5-7 years.
resumes must be able to pass through resume reading software before it even reaches a recruiter. That's why we've put together THREE nurse resume templates to cater to your unique professional needs and employment situation. The first formatting and design consideration you should make when creating your nursing resume is how well an ATS
will read them. We recommend the following comprehensive design and formatting guidelines to appease common ATS systems: Margins the following margin settings: Top Margins: 1" Side Margins: .63" Alignment Left alignment is standard
since that's how most people (and robots) read. You may think a justified alignment looks tidier, but it can leave uneven gaps between words and ultimately make text harder to read. Length In the nursing profession, length should not be the focus of the resume. While we recommend 1-2 pages, some nurses may have resumes with 3 (or more) pages.
Don't stress over length too much. If the resume is slightly over the page amount by a few lines try changing the margin, font style, font size, or shortening statements. The bottom line is it should look visually appealing and should include keywords. Font Style We recommend Times New Roman or Arial to best utilize the functionality of the ATS.
However, this is your personal preference. Take note that Times New Roman can be difficult to read if it is smaller than 11pt. If you are striving for a resume that looks visually appealing when printed, there are great ways to achieve that without going overboard with design. For example, you could use the "small caps" feature for headings, which there are great ways to achieve that without going overboard with design.
keeps the font the same but adds a bit more character and different font styles will take up different amounts of space. See how these identical statements look vastly different despite both being in 11 pt font: Experienced Travel
Nurse with 8 years experience in critical care nursing, vs. Experience in critical care nursing, vs. Experience in critical care nursing. Font Size Name 18 - 22 point Contact Info 10-11 point Section Headers 12-14 point
Descriptions 10-11 point It's important to note that 10-point font should be the smallest size on the resume. Font Color While some ATS systems claim to read colors, we encourage you to simply use black. Special Characters We recommend keeping the resume very simple. Basic bullet points (black dots) may be used when desired. Simple lines are
acceptable as well. Design Features to Avoid The following design features are best left off the resume: Clip Art Photos Multiple font styles Special characters As you've learned, ATS systems skim resumes and locate specific information in the correct order. We'd suggest using the following categories and section headers to optimize your nursing
resume for ATS scoring. Contact Information This is the first section of the resume and does not require a title. Your name should be front and center. Don't make the recruiter search for it. Make sure it's the largest font on the page. While there are varying opinions on the exact placement of the name, we recommend a simple classic version in the
following format: Name Your name should be the first thing a recruiter, hiring manager, or ATS system sees on your nursing credentials should share a line with your nursing credentials and be in a bold, readable, 18-22 pt font. If you go by a different name, make sure to list both in this section. Nursing Credentials Should share a line with your nursing credentials and be in a bold, readable, 18-22 pt font. If you go by a different name, make sure to list both in this section. Nursing Credentials Should share a line with your nursing credentials and be in a bold, readable, 18-22 pt font. If you go by a different name, make sure to list both in this section.
directly follow your first and last name on a nursing resume. The preferred order to list these in is Highest degree earned, Licensure, then National Certifications. We've included a credential quick reference guide below to help you fill out your resume perfectly. City/State The days of listing your home address on a resume are over - most employers
don't need this information, and we advise against including it on your resume as a security precaution. However, this is a personal decision you can make at your own discretion. You should never leave your location off completely because many employers have location parameters set in their ATS systems. Ensure you include your city and state in
the contact information portion of your nursing resume. Phone/Texting Number Oh, technology! Yes, some employers will actually text their candidates. Make sure to indicate if you receive texts and whether the phone number is a cell phone or a home phone. This is a great time to make sure your voicemail message states your full name and is
professional. Email Address It is in your best interest to ensure that you have a professional email address that does not reveal your age. Age discrimination is real, and listing your birth year or using an antiquated email service like AOL can definitely trigger it. Your email address should include a variation of your name and some numbers if
necessary. You can even make a totally separate email account and use it only for your job search. LinkedIn profile If you have a LinkedIn profile definitely include it. If you don't have a LinkedIn profile definitely include it. If you don't have a LinkedIn profile, you could be missing out on opportunities. Now is the time to create one! In your settings, you can easily create a shortened LinkedIn URL that
doesn't have a bunch of random numbers and letters. How Your Digital Footprint Impacts Your Nursing Job Search Though you may not list it, you should consider your resume. Potential employers will likely look you up online. Many Recruiters tell us that
looking a candidate up on Facebook, Instagram, LinkedIn, and Twitter is one of the first things they do. So, make sure everything you post online is what you would want an employer to see. Additionally, online behavior can benefit you. Do you have a nursing-related website or blog? Are you an Instagram celebrity? Maybe you created a successful
YouTube channel when you were a newbie nurse. Include all this on your resume if it relates to nursing. This is all part of your unique brand! Nursing Resume Credential Ouick Reference Guide According to the American Nurses Credentialing Center (AACN), the preferred order is Highest degree earned, Licensure, and National Certification.
awarded through accredited certifying bodies such as the American Nurses Credentialing Center (ANCC), includes RNBC (Registered Nurse-Board Certified). You may also choose to include awards and honors: Outstanding achievements in nursing, such as FAAN (Fellow of the American
Academy of Nursing). Other certifications that recognize additional skills, such as the EMT-Basic/EMT, awarded by the National Registry of Emergency Medical Technicians. Here is an example of contact information on a nursing resume that puts it all together: Penny Lite, BSN, RN Los Angeles, CA | Text/Call: (987) 654 - 3210 |
penny, lite1@qmail.com | www.linkedin.com/pennylitern Professional Summary Don't make an employer (or ATS) search your entire resume for ATS
and to also catch the employer's eye. Spend a little time to target it and let your qualifications and accomplishments shine. While there is some debate about how to introduce your resume, we suggest using a professional summary as opposed to a career objective. The professional summary can be formatted in either a short paragraph or a bulleted
list asserting qualifications and providing a concise career snapshot. How to Write a Professional Summary for a Nursing Resume Think of your resume summary as an "elevator pitch" - a quick, attention-grabbing, loaded statement that entices the reader to want to continue on. Your professional summary is unique to you and should be targeted to a
specific role, just like the cover letters career counselors used to tell us about. However, it could definitely include the following information: Number of years of experience in a specialty Common keywords found in nursing job descriptions e.g., excellent patient care, acute care, family education, compassionate Facility designations or info about
facilities Supervisory experience and number of subordinates Special certifications or awards Language abilities Soft skills such as patience, compassion, and a cooperative spirit Nursing professional summary example: 4+ years nursing experience with strong clinical background in critical care (CCU) and intermediate care nursing (IMCU).
Proactively streamlines operations, initiates tasks, and supports the healthcare team while prioritizing excellent patient care. Champions patient and family education by providing compassionate, inclusive care that encourages self-sufficiency. Recipient of the Daisy Award. Bilingual in English and Spanish. Nursing Skills and Areas of Expertise List
your nursing skills within the top 1/3 of the resume - Don't make the common mistake of adding them last. With the popularity of ATS, this mistake could cost you an interview. This is especially true in nursing, as the profession requires very specific skills. Additionally, your hard skills should be directly targeted to the role as expressed in the job
description. Is the employer asking for a specific EMR that you are experienced with? List it! Are you an expert at starting IVs because of your five years of experience in the emergency room? List it! Are you are a newer nurse or are making a
specialty pivot you may not have hard skills to include. In that case, it's okay to omit this section and highlight your transferable soft nursing skills within your job history. Licensure While most nurses list their license titles on their resumes, it's been our experience that they leave off a few very important details - most notably, whether the license is
active and the expiration date. Why is this important? Including this information lets potential employers know that you are ready to start work ASAP. They don't have to wait for the licensing process. Including your license number is optional, and you can make this decision based on your privacy comfort. The employer will likely be verifying your
license online anyway (this is all public information). If you are an advanced practice nurse, you may decide to leave off license number or controlled substance registration number. Here's an example of how to list your licensure: Registered Nurse - California, #RN00101, expires 4/17/2024.
Certifications and Credentials This is another key section where some important details are typically missing on the nursing resumes we've seen. While most nurses list their credentials, it's important to list them in a specific manner. Don't simply list acronyms, as some ATS systems may not be programmed to read shortened versions. Make sure to
list the accrediting body, credential/certification number (where applicable), and expiration date. Here's an example of how to list your certifications and credentials: Basic Life Support (BLS), American Heart Association, expires: 12/1/2021 Work History Employers want to know what you can do for them, period. Nurse recruiters we've talked to
will zero in on this section. What are they looking for? Evidence, facts, quantifiable points - proof to support the assertions made in your resume summary. Vague work histories are particularly frustrating to employers - especially when applicants copy and paste job descriptions. To avoid falling into those pitfalls, try incorporating these tips: Use
simple section headers such as "Work History" or "Relevant Experience," these are ATS friendly. "What I've Done" is not. List your experience in reverse chronological order. If you have a lengthy employment history, you may consider only including the most recent 10-15 years of experience. This will shorten your resume and also limit the chances
that you'll encounter age discrimination. Looking at the big-picture experience from 25 years ago doesn't necessarily speak to your work history in a logical format can help your nursing resume beat the ATS and impress
recruiters. We recommend using the following format for each work history segment: 1. Job Title and Specialty This is a controversial subject, but we believe employers care more about what you've done than who you've worked for. Use the job title as it is listed in the job posting, or use a more industry-wide job title. Registered Nurse as opposed to
Clinical Nurse II. 2. Facility Name Add the name of the facility or company you worked for after your job title. You can add this on the same line will optimize space. 3. Employment Dates are important and can be listed in a number of ways. However, it's been our experience that specific dates are not
necessary for a resume. On an application, yes, on a resume, not so much. You can simply list the months and years (mm/yy - present). 4. Facility-Specific and Unit-Specific Information This information is helpful and important to employers but is left off the majority of resumes we've seen, it includes: Trauma level: level I, II, III Facility Designations
Awards EMR/EHR Total Hospital beds Total unit beds Patient demographics Primary Duties and Accomplishments, and achievements. It's important to emphasize specific duties and not be too vague. Also, try your best not to
simply regurgitate basic nursing duties that would be assumed of your role. This will take up valuable space on your resume and not really tell the reader much about you! Wondering what specifics to include? Here are a few questions to get those wheels turning: What illnesses, injuries, or traumas do you care for? What cases do you work on? What
```

type of medications do you administer and how? What therapies do you perform? What equipment do you use? How have I been first or best? No. 1 achievement in each position? Which achievement in each position? Which achievement in each position? Which achievement in each position? What therapies do you perform? What equipment do you use? How have I been first or best? No. 1 achievement in each position? Which achievement is each position in each position in each position is each position in each position in each position is each p

Bullets Wondering how to order your bullets and what to include? Try this: start with a verb leading to quantifiable data or a specific point and include a relevant duty. Use our comprehensive tables to build compelling nursing resume bullets that make your achievements shine: Adhered Displayed Planned Administered Educated Preserved Applied Ensured Provided Assessed Evaluated Reported Built Explained Responded Collaborated Followed Scheduled Communicated Helped Shared Contributed Led Supervised Decided Listened Taught Delegated Managed Tracked Delivered Measured Trained Demonstrated Negotiated Treated Developed Observed Updated Directed Performed Wrote Assertive Friendly Productive Attentive Hard-working Professional Balanced Honest Qualified Broad-minded Independent Realistic Cheerful Inventive Reliable Committed Knowledgeable Resourceful Compassionate Mature Responsible Conscientious Motivated Sociable Consistent Objective Tenacious Creative Patient Traditional Direct Persistent Trustworthy Dynamic Practical Unconventional Eclectic Proactive Unique Here is a brief work history Registered Nurse, Acute Care - Example Medical Center09-19 - Present Supervised staff of 15 registered nurses, 8 certified nursing assistants, and 7 paramedics while multitasking excellent patient care. Cared for up to 4 patients per shift with acute neurological disorders, including strokes, spinal cord injuries, and head trauma. Education and Training In the nursing profession, education and training are of utmost importance. If you have work experience, this section can be fairly brief. You should list your relevant degrees in chronological order. There are varying opinions regarding the specific ordering of education. However, we believe that the degree or certification title should be listed first. Employers care firstly that you have the education requirement they need and secondarily where you obtained the requirement. We suggest the following format: Degree or Certification Title (acronym), Institution Name Here's an example: Bachelor's Degree in Nursing (BSN), University of Washington Should I Include Graduation Dates on a Nursing Resume? You are not required to include your college or high school graduation dates on your nursing resume, as it could reveal your age. Age discrimination is the top form of employment discrimination and affects all age groups. If you graduated more than 10-15 years ago, it may be a good idea to omit the date. But this is a personal decision you should make at your own discretion. Should I Include My GPA on a Nursing Resume? Including your GPA in your nursing resume is optional. If you are particularly proud of your GPA, by all means, add it! However, it is not required. If you graduated with honors that you are proud of, you can definitely include that as well. Again the resume is a unique snapshot of you! Should I Include my Non-Nursing Degrees and Credentials? If you possess other degrees not related to nursing, it is not necessary to include those on your nursing resume. Some second-career pivot or one that brings a lot of value to your role as a nurse. Remember, you are telling your personal, unique story, and you get to decide what to include. How Do I Add In-Progress Advanced Education Programs? If you are currently enrolled in higher education to advance your studies within the nursing field, that should be listed on your resume and state that the degree is pending or in progress. However, if you started a graduate degree program, never finished, and do not plan on finishing, it is unnecessary to include it on the resume. Should I Include my High School Education? Nurses do not need to include their high school diploma. Awards, Accomplishments, and Affiliations Though this section is not required, we encourage including awards and accomplishments that are relevant to the nursing profession. These details will provide the potential employer with more proof and evidence of who you are as a nurse. In this section, you can include: Awards and recognitions that are specific to the hospital or facility where you work, e.g. the Daisy Award, Employee of the Month, and Nursing Excellence Award Professional memberships and affiliations relating to nursing and/or healthcare Volunteer, American Red Cross - Haiti - 2012 Naming Your Nurse Resume Save File One last thing, saving! Don't just give your resume any old name! Hiring professionals sometimes receive multiple documents from candidates, and they don't want to waste time sorting through every document to find the resume. Some prefer to organize resumes by specialty. Tell them exactly which document is your resume. We suggest the following format: firstlast specialty resume doc Here's an example: We've seen a lot of resumes over the years, and you might be surprised by the amount of strange information people have included on them. So, here are the top mistakes we've seen: Typos This should be a no-brainer but make sure to proofread and even have another set of eyes proofread for you. Birthday or Age Huge red flag for age discrimination. Salary Information Don't include things like photos, religious affiliations, Social Security Numbers, marital status, kids, Using Only a Nickname If you go by a different name, include both your legal name (the one on your license) and your most current and relevant positions. First-Person Pronouns Avoid using pronouns such as "I" statements. A resume should be in the third person. Contact Information in Header An ATS will not see it there. Unprofessional Email An appropriate email address is PennyLite1@gmail.com but not hufflepuff1990@AOL.com. Inappropriate Voicemail Greetings/Ringback Tones No need to be fancy, a simple ring is fine, and a professional greeting is great! Misnaming Resume Documents Recruiters go through hundreds of resumes a day, so keeping track of all those files can be difficult. Make it easy for them. Woot! If you've made it this far you should have an excellent understanding of how to write a great nursing resume. We know it's a lot of information right now, and we hope that you'll use the information to advance your career. For a little more help, try using our free resume templates. And when you've landed your next interviews, check out the next part in this series, The Complete Guide to Nursing Job Interviews. jobs. She founded The Résumé Rx in 2018 to help nurses with career and résumé strategy Learn more about Amanda and her products at www.theresumerx.com and follow her on Instagram @theresumerx.