



BSN SAMPLE RESUMES

FOR STUDENTS IN THE
SCHOOL OF NURSING

Sandra Student-Nurse

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EDUCATION

University of Pennsylvania, Philadelphia, PA

Bachelor of Science in Nursing (Accelerated Second Degree Program), expected December 2018

Cumulative G.P.A.: 3.88/4.00

Honors: Student Nurses' Association of Pennsylvania Scholarship Recipient 2017

Tufts University, Medford, MA

Bachelor of Arts in Child Development, May 2014

Cumulative G.P.A.: 3.36/4.00

SELECTED HEALTH-RELATED EXPERIENCE

Children's Hospital of Philadelphia, Philadelphia, PA

Student Nurse, Senior Leadership Clinical, NICU (244 hours)

Fall 2018

- Add accomplishments/responsibilities here.

Student Nurse, General Pediatrics (84 hours)

Spring 2018

- Add accomplishments/responsibilities here.

Assistant to Diane Spatz, PhD, RN, Philadelphia, PA

2017-Present

Administrative and Research Assistant

- Collect data regarding hospital-wide breast milk management and "Kangaroo Care" in the NICU at the Children's Hospital of Philadelphia (CHOP).
- Assist with pump rental station at CHOP.
- Conduct research, develop spreadsheets for data entry and analysis, edit publications, manage survey data, and perform clerical duties as assigned.

Healthy Families Evaluation, Medford, MA

Summer 2013, 2012

Research Assistant Intern

- Coded data from client interviews for a comprehensive evaluation of an educational program for first-time teen mothers

ADDITIONAL EXPERIENCE

Philadelphia Nanny Network, Ardmore, PA

2015-2016

Nanny

- Provided childcare for various families
- Cared for a six-week old newborn infant for five months, primarily during daytime hours.

Elite Educational Institute, Seoul, Korea

2014-2015

English Teacher

- Instructed Korean students, 2nd through 8th graders, in English vocabulary, reading, writing, speaking and conversation.

Peabody Terrace Children's Center, Cambridge, MA

2012-2014

Infant Room Teacher (Jan. 2014-Aug. 2014)

- Provided individualized care, developed curriculum, documented and assessed development, and cultivated open relationships with families at a Harvard University affiliated childcare center and preschool.
- Collaborated on a teaching team of three teachers and one assistant teacher.

Floating Teacher (Sept. 2012-Jan. 2014)

- Worked full-time with infants through preschoolers on five different teaching teams.

COMMUNITY INVOLVEMENT AND ACTIVITIES

- Student Nurses at Penn: Co-chair of Second-Degree Peer Advising Committee (2016-present)
- National Nurses' Association of Pennsylvania: Member (2016-present)
- Hwasang Baby Orphanage, Seoul, Korea: Volunteer (2014-2015)
- Boston Cares: Project Leader, Summer Intern, Volunteer (2011-2014)
- Volunteer Vacations @ Tufts University: Program Co-Coordinator, Group Leader, Volunteer (2011-2012)

Eleanor Externship

Current Address: 1234 Locust Street, Philadelphia, PA 19104

Permanent Address: 123 Green Street, Atlanta, GA 30301

Extern123@nursing.upenn.edu | (215) 987-1234

OBJECTIVE

To obtain a student nurse externship position.

EDUCATION

University of Pennsylvania, School of Nursing, Philadelphia, PA

Bachelor of Science in Nursing, with Psychology minor

Honors: Laurie Smullin Russell Nursing Scholarship

expected May 2019

CLINICAL AND RELATED EXPERIENCE

Hospital of the University of Pennsylvania, Philadelphia, PA

Student Nurse – Obstetrics/Pediatrics

Spring 2018

- Administer PO and IV medication
- Shadow nurses in Labor & Delivery, Intensive Care Nursery, Perinatal Evaluation Center, and OB/GYN

Student Nurse – Medical/Surgical

Fall 2017

- Administered PO and IV medication
- Completed physical assessments and checked vital signs
- Performed morning routine, such as bathing patients and changing bed sheets
- Educated patients on wound care, infection control, and proper usage of incentive spirometers

Bethany Medical Bus, Philadelphia, PA

Volunteer - Missions-oriented medical school bus

Oct-Nov 2017

- Counseled clients; offered information about HIV/AIDS, alcoholism, and drug use
- Provided additional contacts to clinics, rehabilitation centers, and churches

St. Peter's Hospital, Atlanta, GA

Summer Volunteer – Obstetrics

2014-2017

- Visited patients' rooms to seek after their comfort and care
- Ran errands for nurses, such as getting tissue boxes or ice chips for patients

RESEARCH EXPERIENCE

University of Pennsylvania, Department of Psychiatry, Philadelphia, PA

Research Assistant

Mar-Jul 2017

- Assisted in genetic schizophrenia and bipolar project using mouse olfactory tissue
- Embedded and cut tissue samples to then utilize for immunohistochemistry experiments
- Worked with imaging programs on light and fluorescent microscopes
- Processed mouse and human tissue samples to retrieve DNA sequencing

ACTIVITIES

Emmanuel Church

Bible Study Co-Leader, 300+ Member Congregation in West Philadelphia

2017 – present

Harvest Fellowship Band

Vocalist, Alternate Keyboardist

2017 – present

Full Measure Christian A Cappella

Soprano I

2016-2017

SKILLS AND INTERESTS

Languages – Proficient in Spanish and French, 2 years of Russian

Music/Dance – voice, piano, guitar; 8 years ballet, hip hop and jazz classes

Patricia Pediatrics

2000 Walnut Street Apt. 12, Philadelphia, PA 19103

215-123-4567 • patriciapeds@nursing.upenn.edu

OBJECTIVE

A summer position at a pediatric hospital that will build on experiences as a nursing assistant, camp counselor, and student leader.

EDUCATION

UNIVERSITY OF PENNSYLVANIA, SCHOOL OF NURSING, Philadelphia, PA

Bachelor of Science in Nursing, expected in May 2019

Pediatrics: Spring 2018 • Geriatrics: Fall 2017 • Obstetrics: Spring 2017 • Medical/Surgical: Fall 2016

WORK EXPERIENCE

SHRINERS HOSPITAL FOR CHILDREN, Philadelphia, PA

May 2017 – present

Nursing Assistant

Take vital signs, perform catheterizations and bowel programs, record intakes and outputs.

Assist in transfers and in dressing and feeding patients. Maintain patient hygiene, apply rehabilitation devices, and effectively communicate with patients, parents, and colleagues.

PALEY EARLY LEARNING CENTER, Philadelphia, PA

June – August 2015

Camp Counselor

Supervised 15-20 middle school children. Planned and implemented activities, maintained health/injury forms, provided meals and snacks to children, handled injuries and sicknesses. Supervised swimming activities, chaperoned children on trips, and maintained contact with parents and directors.

THE MCS GROUP, INC., Philadelphia, PA

March 2013 – August 2014

Accounts Payable Assistant

Type, process, and mail checks. Maintain document files, assist with billing, and enter information into computer database.

LEADERSHIP AND ACTIVITIES

Secretary/Treasurer, Student Nurses at Penn (SNAP)

December 2017 – present

Develop and implement budget. Advise the board about finances. Organize minutes and complete paperwork for the organization.

Community Service Chair, Student Nurses at Penn (SNAP)

December 2016 – December 2017

Planned American Red Cross Blood Drives and service projects. Attended the National Student Nurses Association Annual Convention in Nashville, TN in April 2016 and the Student Nurses Association of Pennsylvania Convention in the Poconos in November 2017.

Newman Council Board Member

January 2017 – December 2017

Planned activities with the Newman Catholic community, including Operation Santa Claus and other service projects.

Alternative Spring Break

March 2016

Worked at the Denver Rescue Mission in Colorado, serving meals and sorting donations.

Charles Clinical

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Permanent Address: 1234 Main Street, West Chester, PA 19346
Email: charlieclinical@nursing.upenn.edu | *Phone:* 215-123-2345

EDUCATION

University of Pennsylvania, School of Nursing, Philadelphia, PA

Bachelor of Science in Nursing, expected May 2018

Honors: Sigma Theta Tau International Nursing Honors Society, Dean's List, 2016-2017 & 2017-2018

Clinical Rotations Completed:

- New York Presbyterian Hospital—Leadership rotation, Emergency Dept, Spring 2018 (244 hours)
- Mercy Home Health System—Community rotation, Fall 2017 (168 hours)
- Pennsylvania Hospital/Hall Mercer Outpatient Center—Psychiatric rotation, Fall 2017 (84 hours)
- Hospital of the University of Pennsylvania—Obstetrics rotation, Spring 2017 (84 hours)
- Hospital of the University of Pennsylvania—Medical-surgical rotation, Fall 2016 (84 hours)
- Children's Hospital of Philadelphia/Seashore House—Pediatric rotation, Spring 2016 (84 hours)

HEALTHCARE AND RELATED EXPERIENCE

Nurse Extern—Coronary Care Unit, General Adult Medical Floor, Orthopedic Floor

WellSpan Health System: York Hospital, York, PA

May - August 2017

- Worked 5 weeks on each floor with a nurse preceptor. Performed basic nursing care, assessed patients, reviewed medications, documented care and interventions, and collaborated with health care team. Admitted and discharged patients under the direction of preceptor.

Physician Office Assistant

WellSpan Health System: Apple Hill Internal Medicine, York, PA

May - August 2016

- Took patient medical histories, charted vital signs, collected specimens, observed and assisted with office procedures, and performed point of care glucose and EKG testing.

Office Assistant

WellSpan Health System: Office of Women & Parent Education, York, PA

May - August 2015

- Organized childbirth classes, created educational materials for prenatal and postnatal care, answered phones, directed mothers to appropriate classes, addressed educational needs of mothers and their families.

ADDITIONAL WORK EXPERIENCE

Work Study Assistant

University of Pennsylvania School of Nursing, Philadelphia, PA

September 2016 - May 2018

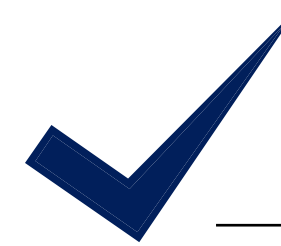
- Assisted in undergraduate and graduate recruitment activities for the School of Nursing. Performed administrative duties, entered confidential information into the computer system, answered phones and assisted students in the offices of Enrollment Management and Student Services.

LEADERSHIP EXPERIENCE AND ACTIVITIES

- Chairperson of the Dance Arts Council, an organization consisting of 13 dance groups and over 175 people
- Executive Board Member, Communications Chairperson, and Representative of the Performing Arts Council, the umbrella organization for the performing arts at Penn, composed of 44 groups and almost 500 people
- President and member of Penn Dance Company
- Peer Tutor for Penn's School of Nursing
- Member of the Tangible Change Committee
- Member of Alpha Phi Omega, Delta Zeta Chapter: community service and campus activities

PROFESSIONAL MEMBERSHIPS

- National Student Nurses' Association, 2015-present
- Student Nurses' Association of Pennsylvania, 2015-present



BSN RESUME CHECKLIST

FORMAT

- Your margins are at least 0.65" on all sides and your font size is at least 10pt
- Your section headers are all spelled correctly (Spellcheck does not automatically check words in ALL CAPS)
- You have included your degree ("Candidate for Bachelor of Science in Nursing" for example)
- Your GPA is listed exactly as it appears in Penn-In-Touch (You must list all 3 digits. You may include your major/concentration GPA in addition to your cumulative if you list # of courses.)
- You have included cities and states for each experience in all sections, and formatted them consistently (Make sure locations are listed in the same place for each experience in every section, and use two-letter state abbreviations)
- All your experiences have dates – including months or seasons – and are formatted consistently. (Be especially mindful of alignment, spacing, how you abbreviate months, and dashes: – versus -)

ORGANIZATION

- Your "Education" section is listed before your Experience section(s)
- You've strategically targeted your audience in your "Experience" sections when applicable (e.g. "Clinical Experience," "Research Experience", "Health-Related Experience", "Leadership and Activities")
- Your experiences are listed in reverse-chronological order (most recent at the top of each section)
- There is a dedicated section for relevant skills (incl foreign languages) and if applicable, interests.

CONTENT

- You have listed relevant clinical rotations (providing specific unit names that reflect the area of medicine not the floor name known within the hospital) as well as any other relevant coursework.
- You begin all phrases with precise, active resume verbs and omit passive or vague phrasing
- When applicable, you have indicated results or impact from your work in a way that aligns with the specific unit/floor of interest
- You along with a friend, family member, or someone else have proofread for typos

CAREER SERVICES RESOURCES



Handshake

Penn's student/employer interface with access to events and appointments with career advisors



Penn Career Services Website

Find resources for every step of the job search process. Sign up to receive customized newsletters with events and opportunities



Nursing Community Page

On the Career Services website, this community page posts jobs, news, and resources for those working in the field of nursing

HAVE MORE QUESTIONS
ABOUT YOUR RESUME?

MAKE AN APPOINTMENT
WITH A CAREER ADVISOR!