



MSN SAMPLE RESUMES

FOR GRADUATE STUDENTS
IN THE SCHOOL OF
NURSING

Lisa B. Leverington, R.N., B.S.N., M.S.

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STRENGTHS

- Demonstrated nursing leader and manager with over eight years of clinical care experience.
- Expert clinical nursing skills in oncology and bone marrow transplantation, including Phases I-III chemotherapeutic agents, coupled with dual graduate studies in Health Administration and Health Education.

EDUCATION

St. Joseph's University, Philadelphia, PA

Dual Master of Science, Health Administration and Health Education, May 20XX

- Recipient of Health Administration/Health Education Graduate Award, May 20XX.
- Inducted into Alpha Epsilon Lambda Graduate National Honor Society, Omega Chapter, May 20XX.

University of Pennsylvania, School of Nursing, Philadelphia, PA

Bachelor of Science, Nursing, Cum Laude, May 20XX

- Member of Sigma Theta Tau International Nursing Honor Society, Xi Chapter, 20XX to present.

PROFESSIONAL EXPERIENCE

Children's Hospital of Philadelphia (CHOP), Philadelphia, PA

Department of Oncology and Bone Marrow Transplantation

Staff Nurse, Level III

August 20XX to Present

- Successfully transitioned from clinical nursing role to administrative role as Operations Nurse. Competently and cost effectively manage daily staffing of 12-16 nurses on a 35-bed inpatient-nursing unit.
- Recognized as nursing leader in dealing with difficult staff and/or family issues, solving patient problems, and representing nursing staff in interdepartmental communications and special projects.
- Co-chair of Documentation Sub-committee of Unit's Quality Improvement Committee. Facilitate improvement of computer charting and documentation to achieve compliance with regulatory and hospital standards of care.
- Core team member of unit's Joint Commission for the Accreditation of Healthcare Organizations prep team.
- Successfully gained re-accreditation for hospital, with high achievement noted for National Patient Safety Goals and delivery of high quality, safe patient care.
- Unit representative for Charting and Documentation Workgroup, for future implementation of new IT system, Sunrise Clinical Manager.
- Unit Representative for Appreciative Inquiry Nursing Workgroup. Positively encourage teamwork and celebrate accomplishments of nurses throughout the Nursing Department.
- Function as Charge/Leadership Nurse, working closely with both nursing staff and multidisciplinary team members to ensure safe, comprehensive patient care.

Staff Nurse, Level I

May 20XX to August 20XX

- Served as a Primary Nurse and engaged in patient/family education pertaining to diagnoses and treatments; provided continual psychosocial support and advocacy. Collaborated with other health care team members in implementing care plans and ensuring positive health outcomes.
- Cared for the complex needs of pediatric bone marrow transplant patients, including the intense conditioning period and the acute and chronic recovery phases following transplantation.
- Participated in Nurse Extern Preceptor Program and facilitated the professional development of nurse externs as they transitioned from nursing school to the nursing profession.

Staff Nurse, Level I

July 20XX to May 20XX

- Coordinated and provided direct patient care, including chemotherapy administration and blood products, to pediatric oncology patients in both the inpatient and outpatient/clinic settings.
- Served as a team leader for nursing unit in successfully completing the annual hospital-wide Mandatory Education Competencies.

Fox Chase Cancer Center, Philadelphia, PA

Department of Medical/Surgical Oncology

Staff/Pool Nurse

August to November 20XX

- Provided direct patient care to adult oncology patients with both medical and surgical nursing needs.

Nurse Extern

Summer 20XX

- Cared for both medical and surgical oncology patients--in particular, head and neck, lung, and gastro-intestinal-post-operative patients.

PROFESSIONAL ENRICHMENT

- “Stepping Up to Supervisor,” CHOP, Center for Career Development, September 20XX.
- “Customer Service Skills - The Basics, Part I,” CHOP, Center for Career Development, March 20XX.
- “Quality Improvement and Patient Safety,” CHOP, Center for Career Development, October 20XX.
- Co-author of APON poster entitled, “Enhanced Communication: The Attendance of Staff Nurses at Daily Nursing Rounds,” Philadelphia, October 20XX.
- “Clinical Research: A Collaborative Approach,” CHOP, Center for Career Development, October 20XX.
- Children’s Oncology Group, “Nurses Working Together in the New Millennium,” Ohio Nurses Association, April 20XX (14.6 CEU credits).
- Nurse Volunteer, Ronald McDonald Camp, August 20XX.
- “Advanced Preceptor Workshop,” CHOP, Center for Career Development, 20XX.
- Participant of Stephen R. Covey’s “Seven Habits of Highly Effective People” seminar, CHOP, Center for Career Development, November 20XX.

CERTIFICATIONS

- Chemotherapy certified through the Children’s Hospital of Philadelphia, Department of Oncology.
- BCLS certification from American Heart Association, valid through June 20XX.

HONORS

- Clinical Scholarship, CHOP, December 20XX.
- Superior Person Award, CHOP, August 20XX.

Risa S. Chomsky

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EDUCATION

University of Pennsylvania, School of Nursing, Philadelphia, PA

- Master of Science in Nursing, Adult-Gerontology Acute Care Nurse Practitioner Program, Aug. 20XX
- Bachelor of Science in Nursing, Dec. 20XX

University of Arizona, College of Education, Tucson, AZ

- Bachelor of Arts in Education, Cum Laude, May 20XX

HONORS

Awarded Julia T. Talmadge Memorial Fellowship by the University of Pennsylvania Health System, 20XX-20XX

CLINICAL EXPERIENCE

Hospital of University of Pennsylvania, Department of Neurosurgery - Philadelphia, PA

Spring 20XX

Acute Care Nurse Practitioner Student Nurse

- Assessed patients in neurotrauma Intensive Care Unit. Observed surgical procedures. Wrote admission, procedural, and post-op notes. Devised care plans for patients.

Hospital of University of Pennsylvania - Philadelphia, PA

Mar. 20XX-Nov. 20XX

Registered Nurse: Surgical Intensive Care Unit, Level 1 Trauma/General Surgery

- Served as primary provider for traumatic injury patients with multi-system organ failure, high-risk bariatric patients, transplant patients, and other critically-ill ventilated patients.
- Administered and titrated all medications, blood products and vasoactive medications.
- Participated in and directed massive resuscitation efforts.
- Partook in family meetings, educational in-services, and trauma conferences.

Thomas Jefferson University Hospital - Philadelphia, PA

June 20XX-Dec. 20XX

Nurse Extern: Medical Coronary Care, SCC, Cardiac Intermediate Care, Telemetry, and Surgical Units

- Assisted with all care for critically ill patients, including resuscitations. Provided direct patient care: bathing, ventilating, tracheal suctioning, wound care, transport, minor bedside procedures, and patient and family education.

University Medical Center - Tucson, AZ

May 20XX-May 20XX

Volunteer: Labor/Delivery, Neonatal Intensive Care, Postpartum/Antepartum/Newborn Nursery, Translation Services

- Answered telephones, assisted with care of newborns, observed procedures, transported infants, and provided Spanish translation to parents upon discharge.

The Health Annex ~ Health Care Clinic - Philadelphia, PA

Summer 20XX

Student Worker

- Triaged clinic patients. Created database for research project. Assisted with laboratory tests and physical exams of patients (infants through elderly). Organized Southwest Philadelphia Health Fair.

PROFESSIONAL DEVELOPMENT

University of Pennsylvania Center for Bioethics - Philadelphia, PA

Fall 20XX

- Supplemental coursework and experience in Clinical Ethics.

Wharton School Leadership Program - Philadelphia, PA

April/May 20XX

- Participant in three-week Wharton Leadership Venture in the Himalayas, led by Professor Mike Useem.

Comparative Health Care Experience - Thailand

Spring/Summer 20XX

- Semester-long course; travel and lectures in Thailand
- Participated in clinical observation and health care system orientation.

RELATED EXPERIENCE

University of Pennsylvania - Philadelphia, Pennsylvania

20XX-20XX

- Researcher, Rural Health Initiatives Committee
- Student Worker, School of Nursing, Midwifery Department

Johnson Primary Elementary School - Pasqua Yaqui Res., AZ

20XX-20XX

- Kindergarten Teacher, Bilingual Parent Educator

Farm Sanctuary - Watkins Glen, NY

Sept.-Oct. 20XX

- Held positions as Intern, Veterinary Care Assistant, Educator/Center Director

ADDITIONAL INFORMATION

- Spanish speaker, ACLS/BLS Certified, AACN member, Firearms Injury Center at Penn member, co-creator of volunteer doula program at Pennsylvania Hospital.
- Personal interests include mountain climbing, dancing, photography, yoga, pottery, vegetarian cooking. Travel experience in Canada, Europe, Mexico, Japan, India/Himalayas and Southeast Asia.

Barbara J. Stansfield

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EDUCATION

University of Pennsylvania, School of Nursing, Philadelphia, PA

Master of Science in Nursing, Family Nurse Practitioner Program, August 20XX

- Honors: Member of Sigma Theta Tau (International Nursing Honor Society)

Bachelor of Science in Nursing, December 20XX

- Clinical Certificates: BLS, EKG/Arrhythmia certification, Intravenous certification

University of San Diego, San Diego, CA

Bachelor of Arts in Psychology Minor in English, May 20XX

- Honors: Dean's List (20XX-20XX, 20XX-XX)

NP CLINICAL ROTATIONS

County Line Medical, Telford, PA

Summer 20XX

- Provided primary care to patients of all ages in a rural family practice
- Treated acute illnesses & managed stable chronic illnesses such as hypertension and diabetes
- Developed individualized management plans Performed complete histories and physical examinations
- Ordered and evaluated diagnostic tests
- Incorporated counseling regarding primary preventive health measures into periodic visits.

Cooper Hospital Emergency Department, Camden, NJ

Summer 20XX

- Provided acute care to individuals age 18 and older in an inner-city emergency department
- Performed triage of patients, histories and physicals
- Ordered laboratory studies, medications and consults
- Performed x-ray interpretation and laceration care
- Designed individual treatment plans based on evaluation of laboratory data and exam findings

Woodbury Pediatrics, Woodbury, NJ

Spring 20XX

Medford Pediatric & Adolescent Medicine, Medford, NJ

- Provided primary care to individuals, ages birth to 21, in busy suburban pediatric practices
- Performed well-child visits and development testing
- Treated acute and stable chronic illnesses
- Provided preventive health counseling to patients and families

Oxford Circle Family Medicine, Philadelphia, PA

Fall 20XX

- Provided primary care to patients age 18 and older in an urban family practice
- Treated acute illnesses and managed stable chronic illnesses
- Developed individualized management plans
- Performed complete histories and physical examinations
- Ordered and evaluated diagnostic tests
- Incorporated counseling regarding primary preventive health measures into periodic visits

Work Health, Philadelphia, PA

Fall 20XX

- Provided care to adults in an occupational health setting
- Evaluated and managed acute and chronic injuries
- Performed histories and physicals, including pre-employment physicals
- Ordered laboratory studies, medicines and consults and performed suturing

BSN CLINICAL ROTATIONS

Hospital of the University of Pennsylvania, Philadelphia, PA

Fall 20XX

Senior Leadership Clinical, Medical/ Surgical Care

- Autonomously managed a multiple patient case load to provide individualized, evidence-based nursing care to medical and surgical patients, with a focus on cardiac conditions

Belmont Behavioral Health Center, Philadelphia, Pennsylvania

Summer 20XX

Psychiatry

- Independently conducted self-designed therapy groups
- Provided individualized supportive care for clients in an in-patient drug and alcohol addiction program

Mercy Home Health Care, Philadelphia, PA

Summer 20XX

Community Health

- Independently delivered a wide spectrum of nursing care to home-bound patients, including wound care and chronic disease management
- Provided patient education and coordinated referral services when needed

Children's Seashore House, Philadelphia, PA

Fall 20XX

Pediatrics

- Autonomously provided individualized, evidence-based nursing care to children (toddler through adolescence) with medical rehabilitation needs

OTHER HEALTH RELATED WORK EXPERIENCE

Health Federation of Philadelphia, Philadelphia, PA

20XX-20XX

Research Assistant

- Provided organizational assistance for research study examining the relationship between economic and psychological stress, community support, and maternal and child health.

Queen's Hospital, Honolulu, HI

20XX-20XX

Emergency Department Volunteer

- Assisted staff with medical procedures and patient requests.

Scripps Memorial Hospital, La Jolla, CA

20XX-20XX

Emergency Department Volunteer

- Assisted staff with medical procedures and patient requests.

CERTIFICATIONS/AFFILIATIONS

- Board Certified Family Nurse Practitioner
- American Nurses Credentialing Center, January 20XX
- Member of the American Nurses Association
- Completed Helene Fuld Leadership Project, 20XX

Mary H. Midwife

123 Birthing Lane
Philadelphia, PA 19112
(215) 123-4567
MMidwife@uunet.net

EDUCATION

University of Pennsylvania, Philadelphia, PA

- Master of Science in Nursing, Nurse-Midwifery program, December 20XX
- Bachelor of Science in Nursing, summa cum laude, December 20XX

Swarthmore College, Swarthmore, PA

- Bachelor of Arts in Religion, with high honors, June 20XX
- Biology minor; Women's Studies concentration

GRADUATE CLINICAL PLACEMENTS

Kent General Hospital, Dover, DE

September – December 20XX

Integration

- Will function as a nurse-midwife in a full-scope, high volume nurse-midwifery service in Level II hospital.

Hahnemann University Hospital, Philadelphia, PA

January – May 20XX

Antepartum and Intrapartum

- Provided nurse-midwifery care prenatally and during labor, delivery and postpartum for a mixed private and clinic population in a high volume practice with a wide range of complications at a tertiary care center.

Misericordia Hospital, Philadelphia, PA

September – December 20XX

Well-Woman Gynecology

- Provided gynecologic services to a mixed private and clinic population, including a large percentage of perimenopausal women, in a high volume nurse-midwifery clinic.

WORK EXPERIENCE

Hospital of the University of Pennsylvania, Philadelphia, PA

January – September 20XX

Staff Nurse, Gynecology/Oncology Unit

- Cared for oncology patients and women with sexually-transmitted diseases, antepartum and postpartum complications. Served as primary nurse for caseload of five patients.

Elizabeth Blackwell Health Center for Women, Philadelphia, PA

January 20XX – present

Registered Nurse

- Triage emergency phone calls from clients after hours and provide teaching, counseling and referrals from post-abortion and contraceptive complaints.

Office Manager

20XX – 20XX

- Managed administration of health center including inventory, supplies, and maintenance. Designed educational materials, provided telephone counseling, and coordinated volunteer schedules. Confirmed dedication to women's health.

Delaware County Memorial Hospital, Drexel Hill, PA

Summer 20XX

Nurse Extern

- Assisted in all aspects of patient care on maternity, labor and delivery, newborn nursery, and pediatric units.

HONORS AND AWARDS

- National Health Service Health Promotion and Disease Prevention Grant
- Department of Health and Human Services Leadership Grant - In consultation with Director of Women's and Infant Health for the State of Delaware, developed statewide standards of care for maternal and child health lay home visiting programs.
- Sigma Theta Tau Award for Scholarship and Leadership, December 20XX
- Phi Beta Kappa
- Eugene Lang Scholar for Social Change, Swarthmore College
- National Merit Scholar

PROFESSIONAL ASSOCIATIONS

- American College of Nurse-Midwives, 20XX - Present
- National Women's Health Network, 20XX - Present

PUBLICATION

"The Importance of Feminist Critique for Contemporary Cell Biology," with the Biology and Gender Study Group, in *Feminism and Science*, ed. Mary Colleague, Indiana University Press, 20XX.

COMMUNITY INVOLVEMENT

Delaware County Group for Peace, Media, PA 20XX - present

- Founded this 400 member community group working for peace and human rights in Central America. As member of Administrative Working Group, oversee staff, office and budget. Write for and edit monthly newsletter, write grant proposals and fund-raising letters, recruit members, and organize events.

Philadelphia Network for Peace and Justice, Philadelphia, PA 20XX

- Founder and first co-chairperson of the board of this network of eight county organizations working on peace and social justice issues.

Timothy C. Andrews MSN, CRNA

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Education

University of Pennsylvania, School of Nursing • Philadelphia, PA

Master of Science in Nursing • Nurse Anesthetist Program • GPA 3.64

May 20XX

Graduate Clinical Experience:

- Pennsylvania Hospital - Fall 20XX-Spring 20XX
- St. Christopher's Hospital for Children - Spring 20XX/20XX
- Children's Hospital of Philadelphia - Summer 20XX
- BayHealth Medical Center – Kent General Hospital – Spring 20XX
- Cooper University Hospital – Fall 20XX

Bachelor of Science in Nursing • GPA 3.38

May 20XX

Professional Experience

R. Adams Cowley Shock Trauma Center – University of Maryland Medical Center

CRNA • Department of Trauma Anesthesiology

July 20XX - Present

- Primary Adult Resource Center designated specialty hospital dedicated to the care of critically injured patients.
- Collaborate with physician and nursing colleagues across disciplines to provide thoughtful anesthetics for patients across acuity and age spectrums.
- Provide intra-operative management of emergency and non-emergency procedures spanning surgical specialties including orthopedics, vascular surgery, maxillofacial, plastics, and neurosurgery.
- Specialize in blunt and penetrating trauma, head trauma, resuscitation strategies, airway management, management of necrotizing acute soft tissue injuries and critically ill patients on advanced ventilator settings.
- Perform intravenous and intra-arterial vascular access, ultrasound-guided central venous access, and ultrasound-guided regional anesthesia.
- Serve as clinical preceptor.
- Provide educational support to Emergency Medicine resident doctors and MD State Police rotating through the Shock Trauma Center for airway management training.

Hospital of the University of Pennsylvania • Philadelphia, PA

CN II Staff RN • Trauma/Surgical Critical Care • Rhoads 5 SICU

July 20XX - May 20XX

- 24-bed Level 1 Trauma & Surgical Intensive Care Unit (AACN *Beacon Award* Recipient)
- Managed care of diverse patient population including colo-rectal, endocrine & oncologic, gastro-intestinal, plastic, thoracic, transplant, traumatic injury, urologic, and vascular critical care.
- Gained proficiency in management of sepsis, acute respiratory distress syndrome, multiple-system organ failure, acute trauma, and the acutely ill population.
- Completed 20-week Gateway to Critical Care Orientation, 12-month Nurse Residency Program
- Served as student nurse preceptor, new graduate liaison, and Healthy Work Environment Committee member

University of Pennsylvania • Philadelphia, PA

Simulation Lab Instructor • ITC Nursing Simulation Lab

September 20XX - May 20XX

- Led junior and senior BSN students in comprehensive simulation lab including mastery of medication administration, GI access, IV therapy, wound/ostomy care, etc.
- Engaged students in critical thinking exercises in preparation for skill validation and bedside care.

Leadership and Volunteer Activities

- Alumni Liaison, Penn School of Nursing (Fall 20XX- Present)
- Clinical Class Representative for Class of 2019, Penn Nurse Anesthesia Program (20XX-20XX)
- Pennsylvania Association of Nurse Anesthetists College Bowl Champion Team (20XX-20XX)
- Livestrong Philadelphia Medical Volunteer and PowerStop Team Leader (20XX-20XX)
- President, Male Association of Nursing at the University of Pennsylvania (20XX-20XX)
- Managing Editor, Columnist, and Illustrator at *Punchbowl Magazine*, the Humor Magazine of the University of Pennsylvania, <http://www.thepunchbowl.net> (September 20XX – May 20XX)

Professional Memberships and Skills

- Member: American Association of Nurse Anesthetists, Maryland Association of Nurse Anesthetists, Pennsylvania Association of Nurse Anesthetists
- Active RN Licensures: DE, PA, NJ, MD
- ACLS, PALS, CPR Certified
- Completed *Crucial Conversations* therapeutic/critical communication course, 20XX



MSN 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 Master of Science in Nursing" for example)
- 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, internships or capstone projects 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 employer
- 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!