

NURSING RESUME/CV GUIDE



**Examples and guidance in
constructing a well-made resume.**

UNT Health
FORT WORTH

**CAREER
READINESS CENTER**

Nursing Resume Basics

A nursing resume is a professional document that highlights your education, clinical preparation, certifications and relevant experience. Nursing resumes must clearly demonstrate patient care exposure, clinical competencies and readiness for practice.

Resume Length & Format

- **One page** is recommended for undergraduate students and new graduates; one to two pages is acceptable for graduate-level students
- Use a **reverse-chronological format**
- Choose a clean, professional font (e.g. Calibri, Arial, Times New Roman)
- Use **standard margins** and consistent formatting
- Avoid graphics, charts, photos or color blocks
- Save and submit your resume as a **PDF** unless otherwise instructed

What Makes Nursing Resumes Unique

- Clinical experience is a priority and should be clearly detailed
- Licensure and certifications must be easy to locate
- Skills should reflect **hands-on clinical competencies**, not general traits
- Employers expect concise, accurate and professional documentation

Common Mistakes to Avoid

- Using vague statements (e.g., “provided patient care”)
- Omitting clinical hours or unit types
- Listing soft skills without supporting experience
- Including unrelated personal information

Resume Sections

Contact Information

Include:

- Full name
- Professional email address
- Phone number
- City and state (full address not required)

Education

List your education in reverse-chronological order.

Include:

- Degree and program
- University name
- Expected graduation date
- GPA (recommended if 3.0 or higher)
- Academic honors or scholarships (if applicable)

Example:

Bachelor of Science in Nursing (BSN), GPA: 3.6

UNT Health Fort Worth

Expected Graduation: May 2026

Licensure & Certifications

Clearly state your licensure status.

Include:

- RN licensure status (or eligibility)
- Required certifications (BLS, ACLS, PALS, etc.)

Example:

Eligible for RN licensure – May 2026

Basic Life Support (BLS), American Heart Association – Expiration Date

Clinical Experience

This section demonstrates your hands-on nursing preparation and should be prioritized.

Include:

- Healthcare facility name
- Unit or specialty
- Total clinical hours (if applicable)

Work Experience

Include healthcare and non-healthcare experience. For non-healthcare roles, emphasize transferable skills such as communication, teamwork, organization and responsibility.

Other Optional Sections

- Volunteer experience
- Professional organizations
- Research experience
- Technical skills and languages
- Leadership experience

Writing Strong Experience Bullet Points

Bullet points communicate to the reader what you did, why you did it and the results and impacts of your actions, going beyond day-to-day tasks. Be specific and use quantifiable data when possible. Remember to double-check your verb tenses and avoid the use of personal pronouns. Clinical bullets should focus on what you did, who you served and where you practiced.

Bullet Point Formula

Action verb + describe project/task + describe outcomes/why

Examples

Weak Example

- Provided patient care

Strong Example

- Arranged direct patient care for up to five adult medical-surgical patients a day in an acute care hospital setting

Sample Bullets

- Conducted patient assessments, including vital signs, pain evaluation and intake/output monitoring
- Provided medication administration under RN supervision
- Delivered patient education related to discharge planning and disease management
- Collaborated with interdisciplinary healthcare teams to support patient care plans

Power Verbs

Communication

Circulate
Clarify
Collaborate
Communicate
Compose
Correspond
Demonstrate
Document
Edit
Engage

Exhibit
Express
Illustrate
Interpret
Interview
Investigate
Optimize
Partner
Pitch
Plan

Present
Promote
Report
Review
Revise
Summarize
Syndicate
Translate
Transcribe

Teaching/Advising

Advise
Counsel
Demonstrate
Display
Encourage
Enlist
Ensure
Grade

Guide
Influence
Instruct
Introduce
Lecture
Mentor
Program
Provide

Rate
Steer
Support
Teach
Test
Train
Tutor

Public Relations

Advertise
Advocate
Attend
Coordinate
Dispense

Disseminate
Distribute
Fundraise
Launch
Persuade

Publish
Recruit
Screen
Target

Interpersonal Relations

Accommodate
Adapt
Coach
Collaborate
Consult
Converse
Cooperate
Critique
Develop
Encourage

Familiarize
Form
Foster
Fulfill
Implement
Inform
Interact
Intervene
Litigate
Mediate

Motivate
Negotiate
Recommend
Reconcile
Rehabilitate
Resolve
Share
Suggest

Administrative/ Management

Accelerate
Accomplish
Achieve
Administer
Allocate
Approve
Benchmark
Chair
Command
Compromise
Consolidate

Control
Delegate
Direct
Enforce
Entrust
Expedite
Govern
Improvise
Initiate
Institute
Judge

Lead
Maintain
Manage
Moderate
Monitor
Oversee
Prioritize
Regulate
Streamline
Strengthen
Supervise

Organization

Apply
Assemble
Arrange
Categorize

Coordinate
Establish
Facilitate
Group

Orchestrate
Organize

Numbers/Data

Account
Appraise
Audit
Budget
Calculate
Collect

Formulate
Inventory
Maximize
Minimize
Multiply
Project

Purchase
Record
Reduce
Solve

Universal

Act
Apply
Contribute
Define
Diagnose

Effect
Eliminate
Emphasize
Navigate
Offer

Perform
Register
Respond
Serve

Tailoring Your Resume for Nursing Career Paths

Hospital & Acute Care Roles

- Emphasize clinical rotations and acute care skills
- Highlight teamwork and time management
- List certifications prominently

Nurse Residency Programs

- Focus on clinical readiness and adaptability
- Include leadership, service or student involvement
- Keep resume to one page

Community Health & Public Health

- Emphasize patient education, outreach and population health
- Highlight community-based clinical experiences

Graduate School (MSN, DNP, NP)

- Include research, leadership and academic achievements
- May expand to more than one page

Sample BSN Resume

Your Name
Email | Phone | Fort Worth, TX

Education

UNT Health Fort Worth College of Nursing

Bachelor of Science in Nursing
 Honors: Dean's List Spring 2025

Graduation: May 2026
 GPA: 3.96

Tarrant County College

Associate of Science, Nursing pre-requisite courses
 Honors: Dean's List (Fall 2022-Spring 2024), Phi Beta Kappa Honor Society
 GPA: 4.0

Fort Worth, TX
 Graduation: May 2024

Certifications

American Heart Association BLS for Healthcare Providers (CPR & AED)

Expires: May 2027

American Medical Technologists Certified Phlebotomy Technician (CPT)

Expires: June 2026

Healthcare Experience

Texas Health Resources Harris Methodist Downtown

Nurse Extern – Medical/Surgical

Fort Worth, TX
 May 2025 – Present

Complete head-to-toe assessments and vital signs and report significant changes to the supervising RN

Perform insertion of catheters, removal of IV's and delegated duties while completing charting records in EPIC electronic medical records (EMR) database

Oversee basic patient care for up to 12 patients on a 24-bed unit within level I trauma center

BioLife Plasma Center

Certified Phlebotomy Technician

Fort Worth, TX
 April 2021 – June 2024

Oversaw designated 10-bed plasma donation station in high-volume donation center with up to 300 donors a day

Responded to ~10 adverse donor reactions a day by providing the donor with IV fluids, monitoring vitals and working alongside the supervising RN to ensure donor safety

Managed plasma separation process by upholding protocols for biohazardous materials management

Clinical Experience

Riverside Middle School – Community Health Practicum

January 2025 – May 2025

John Peter Smith Hospital – Critical Care (Adult 2)

August 2024 – December 2024

THR Harris Methodist Downtown – Women's Health

August 2024 – December 2024

Cook Children's Medical Center – Pediatrics

August 2024 – December 2024

Volunteer Experience

Envoy Hospice, Volunteer

September 2023 – Present

Cook Children's Hospital, Child Life Volunteer

August 2021 – August 2022

Sample MSN Resume

Your Name, BSN, RN

Fort Worth, TX | 817-555-1234 | yourname@email.com | LinkedIn.com/in/yourlinkedin

Education

UNT Health Fort Worth

Master of Science in Nursing – Psychiatric Mental Health Nurse Practitioner
Expected May 2027

Texas Christian University

Bachelor of Science in Nursing

May 2020

Licensure and Certifications

Registered Nurse (RN), Texas – Active, Exp. September 2028

Basic Life Support (BLS), American Heart Association, Exp. June 2026

Advanced Cardiovascular Life Support (ACLS), Exp. June 2026

Crisis Prevention Intervention (CPI) Certified, Issued May 2025

PMHNP Graduate Clinical Practicum

JPS Psychiatric Emergency Center, Outpatient Psychiatry – Fort Worth, TX

January 2026–Present

Preceptor: Jane Smith, DNP, APRN, PMHNP-BC

Conduct comprehensive psychiatric evaluations for adolescents and adults in the sole psychiatric emergency center in Tarrant County

Develop differential diagnoses using DSM-5-TR criteria

Formulate and implement evidence-based treatment plans

Provide medication management under supervision

Deliver patient education on psychopharmacology and therapeutic interventions

Document encounters in EMR in compliance with regulatory standards

Professional Experience

Texas Health Resources – Fort Worth, TX

Registered Nurse, Behavioral Health Unit

September 2022–Present

Provide direct care to 18–24 patients a shift in an acute inpatient psychiatric setting

Perform suicide risk assessments and implement safety interventions

Administer and monitor psychotropic medications, including SSRIs, mood stabilizers, antipsychotics and benzodiazepines

Collaborate with psychiatrists, social workers and case managers to coordinate discharge planning

De-escalate crisis situations using therapeutic communication and CPI techniques

Precept new graduate nurses and support unit-based quality improvement initiatives

Cook Children's Medical Center – Fort Worth, TX

Registered Nurse, Pediatric Med-Surg

August 2020–September 2022

Delivered family-centered care to pediatric patients with complex medical needs

Educated families on discharge instructions, medication administration and follow-up care

Maintained 98% patient satisfaction score over two years, using nursing principles to guide patients through hospital experience

Publications

Last Name, First Initials, & Garcia, L. R. (2026). Integrating trauma-informed care into inpatient psychiatric nursing practice: A quality improvement initiative. *Journal of Psychosocial Nursing and Mental Health Services*, 64(3), 22–30. <https://doi.org/xx.xxx/yyyy>

Leadership & Professional Development

American Psychiatric Nurses Association (APNA)

JPS Hospital Quality Improvement Project

UNT Health College of Nursing Graduate Student Representative