



COLLEGE OF NURSING RESUME TEMPLATE

Please use the template below when submitting your resume to the College of Nursing as part of the application packet required for admission. Your answer must be typed and limited to two double-spaced pages. Use 12 point Times New Roman font when writing your answer. Please do not deviate from the template or include any additional information other than what is requested below.

Name
Address
Phone
Email

1. Education

- a. Institution Name, Dates Attended, Degree Earned

2. Professional Work Experience (Reverse Chronological)

- a. Name of workplace, your title, start and end date

3. Professional Service (volunteerism related to a professional nursing organization)

- a. Name of Organization, type of service, start and end date

4. Community Volunteer Service (include additional unpaid clinical experience here)

- a. Name of Organization, type of service, start and end date

5. Honors/Awards

- a. Name of Award, Year received

6. Publications

- a. Follow APA style guidelines

7. Leadership Roles

- a. Name of organization, your title, start and end date