



Employers prefer crisp-looking resumes that get to the point. By using the example in this article as a template to follow, you'll improve both the **style** and the **substance** in your resume.

Layout

Add interest and clarity by using bullets, indents and varying font styles (such as bold and italic letters). Avoid using unconventional fonts or adding photos or graphics.

Length

The general rule is: one page for early-career (entry level to 5-10 years); two pages for mid-career candidates.

Job Data

Provide the reader with relevant detail about your past and present employers, such as product information, size and physical location.

Measurables

Quantify your job duties, reporting relationships and achievements with actual numbers.

Job and Education Dates

Make sure the dates are clear and without gaps. If you're a mid- to late-career candidate, you can save space by lumping early-career jobs together.

Degree Credentials

Please be accurate—and *honest*. Misrepresenting your degree is unethical, and could result in consequences that are embarrassing—or worse.

Awards and Honors

Don't be shy. List any professional awards or honors you've received from your employers or association affiliations.

References

Consider not using the old cliché "References Available Upon Request". Instead, why not make the hiring authorities work easier for him/her? On your resume under the References section, state "Please refer to attached supporting documents". Then, include up to 3 maximum professional letters of recommendation.

Adjectives

Find where you can embellish your job duties by adding adjectives that accurately reflect excellence, where possible, such as: **Successfully, Effectively, Responsibly, Intentionally, Excellently**, etc. These are pro-active words that will set your resume apart from other candidates seeking a similar position.

Jane Doe, RN

1717 Jane Doe Drive
City, ST 79999

Cell: 888.999.7777
janed@doe.com

OBJECTIVE

RN Nurse Manager: Louisiana Registered Nurse seeking a position within a progressive medical health center

EDUCATION

A.D., Nursing, 2002
Charity School of Nursing, City, LA

SUMMARY OF QUALIFICATIONS

- Excellent managerial, administrative and organizational techniques
- Effective advocate for patients and their families, striving to understand and anticipate patient needs
- Accomplished leadership skills, capable of delegating and self motivated
- Successful team player eager to take on challenging assignments
- Outstanding nursing and critical thinking abilities
- Personable and confident with a friendly disposition; interface well
- Intentional in creating a positive work environment
- Experienced public speaker
- Successfully launched programs to promote community education

PROFESSIONAL EXPERIENCE

- 2006 – Present** *Company Number One, City, LA* **RN Nurse Manager**
- Education of broad patient population on multiple topics
 - Pregnancy testing, blood draws and Limited Obstetrical Ultrasound
 - Effectively contributed to writing Policy and Procedure Manual along with Executive Director and Physician Assistant
 - Strong crisis intervention skills
 - Successfully managed 3 fund raisers
 - Counseling
- 2004 – 2005** *Company Number Two, City, LA* **RN Home Health Nurse**
- Education of patients and family members regarding medication and use of medical equipment, diet and diagnosis
 - Provided support of change in lifestyle and further education to promote health
- 2002 – 2004** *Company Number Three, City, LA* **RN PRN**
- Exhibited extreme flexibility in variable working environments
 - Effectively provided a broad range of nursing care services

LICENSES

- Louisiana Registered Nurse License
- CPR
- ACLS
- Limited Obstetrical US Training

AWARDS & PROFESSIONAL AFFILIATIONS

City Award 1999 – Named Louisiana Top 100 Nurses
Current Member Professional Association of Registered Nurses

REFERENCES

Please refer to attached supporting documents.