[Your Name]

[Job Title]

[Telephone]  |  [Email address]   |  [Street Address, City, ST ZIP Code]

To add or delete a row from this or any table in this resume, just click in a row and then, on the Table Tools layout tab of the ribbon, click an Insert or Delete option.

# Summary

[Add a brief, single-paragraph summary of your career accomplishments here. To replace any placeholder text, just select it and start typing. (Don’t include space to the right or left of the characters in your selection.) Apply any text formatting you see in this resume with just a click, from the Home tab, in the Styles group.]

# Credentials

|  |  |
| --- | --- |
| **Board Examination** | [Year achieved] |
| **License**, State of [State Name] | [Year received] |

# Experience

|  |  |
| --- | --- |
| **[Job Title]**, [Employer Name], [City, State] | [Years From—To] |
| **[Job Title]**, [Employer Name], [City, State] | [Years From—To] |
| **[Job Title]**, [Employer Name], [City, State] | [Years From—To] |
| **[Job Title]**, [Employer Name], [City, State] | [Years From—To] |

# Education

|  |  |
| --- | --- |
| **Associate, Nursing**, [School Name], [City, State] | [Years From—To] |
| [Had a scholarship or graduated with honors? This is the place to shout about it!] |  |

# Affiliations

|  |  |
| --- | --- |
| **American Nursing Association** | [Years From—To] |
| [State] Nursing Association | [Years From—To] |

# Community Service

|  |  |
| --- | --- |
| **[Role]**, [Organization Name], [City, State] | [Years From—To] |
| [Describe your volunteer work or use this section for awards or other areas of recognition.] |  |
| Relevant skills, interests or hobbies **[Skill, interest, hobby]**, [Organization Name – where you acquired it], [City, State] | [Years From—To] |

[Describe your relevant skills, interest or hobbies.]