

NAME
City, State Zip Code
Professional Email
Phone
LinkedIn URL

PROFESSIONAL SUMMARY OR OBJECTIVE STATEMENT

For Professional Summary: The skills provided should be relevant to the position to which you are applying. Do not write in the first person (“I”) or use personal pronouns (“my” or “mine”). Focus your summary to pertain to a specific job, industry, or specialty. Keywords are essential; view the job description and weave relevant keywords into your resume. The professional summary should be no more than 3-5 sentences. *Include this area only if you have applicable professional experience. If not, please delete and use an Objective statement instead.*

For Objective Statement: This should be 1-2 sentences in length. Begin with a career objective if you are more entry level or have minimal experience related to the position for which you are applying. Make this your opening marketing statement that highlights the position you are seeking and a few, key transferable skills you would bring to the role. Focus on what you can offer the employer instead of what you want from them. Everyone wants a job with growth potential. Sharing that with the employer won’t get their interest. *Include this area only if you have never worked in the field to which you are applying. If not, please delete and use a Professional Summary instead.*

EDUCATION (Current and/or Completed College Education Only)

Program Title (As written in your Degree Plan) **mm/yy**

Purdue University Global

- GPA (if above 3.0)
- Academic Honors (Dean’s or President’s List)

Relevant Coursework (if minimal experience, Include up to 6 relevant and successfully completed courses)

- Relevant Class 1
- Relevant Class 2

EXTERNSHIP, INTERNSHIP, OR PRACTICUM (If applicable)

Company-Location (city, state)

Intern (Add department or title) **mm/yy – mm/yy**

- List relevant industry experience obtained while completing internship or practicum

PROFESSIONAL EXPERIENCE (List most recent job first)

Company-Location (City, State)

Job Title **mm/yy – Present**

- Use bullet points to show **accomplishments**
- Highlight quantitative measures and results that include numbers and percentages
- Include significant accomplishments similar to the responsibilities of the job you are seeking

Company-Location (City, State)

Job Title

mm/yy – mm/yy

- Use past tense action verbs for past experience (e.g. administered, analyzed, assigned, chaired, contracted, consolidated, coordinated)
- For older employments, stick to 3 bullets max
- Do not provide employment older than 10 years

LICENSES AND/OR CERTIFICATIONS (Do not include if expired/not active)

CORE COMPETENCIES AND SKILLS

- Relevant to industry and job to which you are applying: find a job description to read through and use your Competency Report found on your student portal

VOLUNTEER WORK

- List volunteer experience that is relevant to the industry. Volunteer experience can reflect valuable skills such as teamwork, leadership, communication, and organization

PROFESSIONAL MEMBERSHIPS AND ORGANIZATIONS

- Add industry related professional organizations of which you are a member and title if you hold a leadership position within the organization

TECHNICAL SKILLS

- Add industry related programs in which you are proficient

CLINICAL ROTATIONS (City, State, rotation) add total hours

- **Hospital**, City, State, Practicum: Medical Surgical - **Hours**
- **Hospital**, City State, Critical Care Nursing - **Hours (specific hours in each department)**
- **Note: Include skills practiced/observed as well**

GRADUATE CLINICAL ROTATIONS (City, State, rotation) add total hours (NP only)

- **Hospital**, City, State, Practicum: Medical Surgical ~ Hours
- **Hospital**, City State, Critical Care Nursing ~ Hours **(specific hours in each department)**

CLINICAL SKILLS AND PROCEDURES

- List bullets of skills and procedures that are relevant to the position

PUBLICATIONS (if applying for academic related opportunities)

- List publications in Citation Format (APA)