



Nursing Resume Writing Worksheet

We've even helped you by filling out the first field!

Education

University Name: The Ohio State University

Degree: (Bachelor of Science in Nursing or Master of Science in Nursing)

Anticipated Graduation Month/Year: _____

you may have a separate entry for additional schooling you've had, however, you will not include high school.

Clinical Experience

Organization Name and city, state: _____

Dates worked there: _____

Position/rotation/unit/etc: _____

Duties:

Organization Name and city, state: _____

Dates worked there: _____

● **Relevant Coursework:** (Optional) List your courses by name that highlight job-related training or a special area of interest. Keep the list as short as possible, usually no more than nine or ten classes. If you have been out of school for more than a year or are seeking a job in a field unrelated to your major, you should skip this.

● **Class Projects:** (Optional) List those relevant to your chosen occupation, e.g., science, research, business, etc. Employers like class projects because of use of teamwork and latest skills and techniques. If you do not have relevant class projects, skip this section.

Project Name	Project Duties	Skills Used
Project Name		