

RESUME WRITING WORKSHEET AND SAMPLE

WORKFORCE
DEVELOPMENT
CENTER

WORKFORCECENTER@HSC.UTAH.EDU

RESUME

PROFESSIONAL PROFILE

Current resume is simply listing facts of the printing and typesetting industry. Current resume does not show the individual's professional training and even shows the individual's professional profile is a listing of facts and accomplishments to make a type specimen book. It does not show the individual's professional training and even shows the individual's professional profile is a listing of facts and accomplishments to make a type specimen book. It does not show the individual's professional training and even shows the individual's professional profile is a listing of facts and accomplishments to make a type specimen book.

EDUCATION

MORE EXPERIENCE



This worksheet is designed to help you collect all the information needed to write a resume to submit with your job application. While a resume isn't required, it's can provide a nice work history for hiring managers.

Contact Information

Full Name (First and Last Name): _____

Address (Street, City, State, Zip Code): _____

Phone Number: _____

Email Address: _____

Web Page/LinkedIn (optional): _____

License or Certification # (If Applicable): _____

Job Title

Type of position applying for/Job Title: _____

Example: Job title: "Health Care Assistant" or Job type: "food services"

Short Summary Statement

Include:

- Job Title
- Important Skills
- Industry
- Years of experience
- Degrees/Licenses/Certifications
- Language Skills
- Accomplishments

Example: "Nurse assistant with more than 5 years of experience caring for patients in acute and post-operative care units. Fluent in both English and Spanish. Assist patients with daily living activities, vital signs, observation, and treatment plans. Recognized for excellence in nursing, safety, and compassionate patient care in 2022 by my employer. Relocating to Salt Lake City in December 2023 and looking for a position as a Nurse Assistant."

NOTE If relocating: Be sure to include anticipated relocation date (e.g.; Relocating 12/2023)

Statement: _____

HOSPITALS AND CLINICS HUMAN RESOURCES

Skill Summary

NOTE: Knowledge, Skills and Abilities. List skills that most relate to the job target or requirements.

1.	4.	7.
2.	5.	8.
3.	6.	9.

Example:

- CPR/AED Certified
- Basic Computer: MS Office
- Flexible Work Availability
- Activities of Daily Living
- Appointment Scheduling
- Medical Reporting
- Medical Terminology
- Vital Signs & Patient Records
- Excellent Communication
- Languages: English and Spanish

Experience/Work History

Include:

- Dates of Employment
- Job Title
- Employer or Organization
- Location (city/state)
- Dates of Employment
- Duties and Accomplishments
- For University of Utah Health applications, be sure to provide all work history and experience, full or part-time employment, paid or unpaid internships, volunteer work and any temporary positions.
 - **NOTE:** The University may rely on your application or resume in setting your offer amount, if an offer of employment is made. Once a wage/salary offer is made, the offer amount may not be subject to renegotiation based on information that is submitted later. Please note that your application profile will only retain the most recent resume uploaded, and your candidacy and potential offer amount may be impacted by an outdated resume.
- Include dates of employment for each, start date and end date
 - **IMPORTANT:** Be sure to include Month Start Date – Month End Date. (MM/DD/YYYY format or MM/YYYY format)

Example:

January 2022 – March 2023

Certified Nurse Assistant and Med Tech

Aspen Senior Living, Salt Lake City, Utah

Assist with care of patients, medication distribution and activities of daily living such as feeding, ambulating, bathing, dressing, grooming and toileting. Provide basic wellness checkups, take vitals, records documentation, transport patients, and maintain cleanliness of rooms and community living spaces.

HOSPITALS AND CLINICS HUMAN RESOURCES



Dates of Employment: _____ (Start Date) to _____ (End Date)

Job Title: _____

Employer or Organization: _____

Location: (City/State): _____

Duties and accomplishments:

Dates of Employment: _____ (Start Date) to _____ (End Date)

Job Title: _____

Employer or Organization: _____

Location: (City/State): _____

Duties and accomplishments:

Dates of Employment: _____ (Start Date) to _____ (End Date)

Job Title: _____

Employer or Organization: _____

Location: (City/State): _____

Duties and accomplishments:

Education

Include:

- Formal Education
- On-the-job training
- Specialized training
- Certifications
- Military training
- Continued Education
- Licenses
- Workshops
- In-Service Classes

Example:

High School Diploma - 2010 Hillcrest High School Midvale, Utah 84047	AS Degree Nursing - 2015 Salt Lake Community College Salt Lake City, UT 84123
--	---

Type of Training: _____ Field of Study: _____

Institution Name: _____ Dates: _____

Courses Completed and Accomplishments:

Type of Training: _____ Field of Study: _____

Institution Name: _____ Dates: _____

Courses Completed and Accomplishments:

Type of Training: _____ Field of Study: _____

Institution Name: _____ Dates: _____

Courses Completed and Accomplishments:

HOSPITALS AND CLINICS HUMAN RESOURCES

George Kenneth Sample

123 Cherry Lane #115, Fresno, California C: (559) 222-0111
georgeksample123@gmail.com

Inpatient Nurse II

PROFESSIONAL SUMMARY

Five years of experience as a Registered Nurse with a focus on Critical Care Unit, high standards for performance, patient safety, compliance with protocols, and state regulations. Relocating to Salt Lake City, Utah by December 2023.

LICENSES Registered Nurse License, State of California, 2016- present
License # 12370315-3105
BLS, First Aid Certification, (06/2022)
ACLS Certifications (04/2021)

SKILLS

- Full-time (40 hrs) week
- ICU and ER Experience
- ACLS and NRP Certified
- IV Certification
- Medication Administration
- Bilingual (English/Spanish)
- Patient Observation
- Trauma/Acute Care
- Skilled at conducting physical examinations and assessments
- Strong medical and work ethics with team member focus

PROFESSIONAL EXPERIENCE

01/03/2022 - Present

Medical ICU RN – Saint Agnes Hospital, Fresno, California

Work on multiple units requiring adjusting to different work processes and methods, cross trained and floated to different units as needed mid-shift depending on departmental needs.
Computer literacy, including knowledge of EMR, Outlook, Word, Excel, Power Point

08/15/2018 - 12/25/2022

Medical ICU RN – Clovis Community Medical Center, Clovis, California

Assess patients brought in to trauma unit, to monitor for stability and potential complications.
Manage multiple patients with varying medical conditions and prepare patient reporting.
Ability to have strong interpersonal communication with the inter-disiplinary medical team.
Focus on teamwork, for quality patient care.

01/10/2017 - 08/03/2018

Critical Care Unit Registered Nurse

Fresno Regional Medical Center - Fresno, California

Monitor and assess patients on airway intubation. Administer medications and titrate drugs to maintain hemodynamic stability in patients who are cardiovascular compromised. Follow physician's orders and report changes in condition, lab values or neurological conditions, with the ability to multi-task. Educate patients and families of the disease process and signs and symptoms to be aware of.

EDUCATION AND TRAINING

06/2016 Associates of Applied Science, Salt Lake Community College, Salt Lake City, Utah