Example of New Graduate Nurse Resume

Jackie M. Hammocks
3421 S.W. 49 Terrace Miami, Florida 33143
Phone (305) 382-7788 Email: jmhamocks@gmail.com

Objective

To gain experience and knowledge and to utilize my skills as a registered nurse in a manner that would provide security to patients, family members, and hospital staff, at a MAGNET recognized pediatric hospital

Licensure/Certification

FL RN License # 1017293, Current-2011
American Heart Association CPR Certification, Current-2010

Education

Dec 2008 **Bachelor of Science in Nursing**
Emory University, Atlanta, GA
Honors (GPA 3.81)

Experience

2008 **Children's Hospital of Atlanta**
Clinical Practicum, Medical-Surgical Unit
Functioned in the role of a RN under supervision of a RN preceptor providing comprehensive care to children and their families experiencing acute medical-surgical health alterations

2007-2008 **Scottish Rite Children's Hospital, Atlanta, CA**
Nurse Extern
Provided basic care, including vital signs, hygienic and nutritional care to children experiencing a variety of medical-surgical health alterations. Interacted with children and their families providing physical and emotional support.

Honors and Awards

2008 Alumni Award, Emory University School of Nursing
2008 Outstanding Scholar Award, Alpha Epsilon Chapter, Honor Society of Nursing, Sigma Theta Tau International

Professional Organizations

Honor Society of Nursing, Sigma Theta Tau International
Alpha Epsilon Chapter, Current-2010
National Nursing Students Association, 2004-2008

References Available Upon Request

Example of Early Career Nurse Resume

Samantha Fernandez
10651 Biscayne Boulevard, Miami, FL 33125
Phone (954) 554-9754 Email: RNI@yahoo.com

Objective

To contribute my expertise as a neonatal nurse clinician in the role of a Clinical Nurse Specialist working to educate both nursing staff and families about the uniqueness of caring for acute and chronically ill neonates.

Licensure/Certification

Florida RN License # 907623, Current-2010
Critical Care Registered Nurse, Certification # 40962, Current-2010
Neonatal Resuscitation Certification, Current-2010
American Heart Association CPR Certification, Current-2011

Education

August 2004-December 2006
Master of Science in Nursing
Specialization in Nursing Education
Barry University, Miami Shores, FL

August 2000-May 2004
Bachelor of Science in Nursing
Cum Laude
University of Miami, Coral Gables, FL

Experience

August 2004-Present
Jackson Memorial Hospital, Miami, FL
Registered Nurse
Neonatal Intensive Care Unit, Level III Staff Nurse
Neonatal Intensive Care Unit, Clinical Preceptor

August 2007-Present
Barry University, Miami Shores, FL
Clinical Instructor
Pediatrics, Undergraduate Generic Nursing Students
Pediatrics, Undergraduate Accelerated Option Nursing Students

Presentations

July 2004

Honor Society of Nursing, Sigma Theta Tau International
16th Annual International Research Congress, Dublin, Ireland
"Predictive Variables of Success for NCLEX-RN in Baccalaureate Nursing Students"

Publications

October 2007

Mosby's Nursing Consult, Evidence-Based Nursing Monographs
Ulcerative Colitis

Honors and Awards

January 2006

Foundation of the National Nursing Student's Association, Promise of Nursing Regional Faculty Fellowship Grant

May 2004

University of Miami School of Nursing Alumni Award
Honor Society of Nursing, Sigma Theta Tau International, Beta Tau Chapter, Outstanding BSN Graduate

August 200-May 2004

Presidents, Provosts, and Dean's Honor Roll

Professional Organizations/Memberships

American Association of Critical Care Nurses, 2007-Current
Honor Society of Nursing, Sigma Theta Tau International, 2004-Current
Florida Nurses Association, 2004-Current
American Neonatal Nurses Association, 2004-Current

Special Skills

Bilingual-Spanish

References

Available Upon Request

Example of Curriculum Vita

CURRICULUM VITA

1. Date:

PERSONAL

2. Name:
3. Home Phone:
4. Office Phone:
5. Home Address:
6. Current Academic Rank:
7. Primary Department:
8. Secondary or Joint Appointments:
9. Citizenship:
10. Visa Type:

HIGHER EDUCATION

11. Institutional:
12. Non-Institutional:
13. Certification, Licensure:

EXPERIENCE

14. Academic:
15. Non-Academic:
16. Military:

PUBLICATIONS

17. Books and Monographs:
18. Juried or refereed journal articles and exhibitions:
19. Other works, publications and abstracts:
20. Other works accepted for publication:

PROFESSIONAL

21a. Funded Research Performed:
21b. Other Funded Projects:

22. Editorial Responsibilities:
23. Professional and Honorary Organizations:
24. Honors and Awards:
25. Post-Doctoral Fellowships:
26. Other Professional Activities:
27. Teaching Awards Received:
28. Teaching Specialization:
29. Thesis and Dissertation Advising:

SERVICE

30. University Committee and Administrative Responsibilities
    University:
    School of Nursing
31. Community Activities:
32. Other Professional Activities:

Example of Cover Letter New Graduate

Jackie M. Hammocks
3421 S.W. 49 Terrace
Miami, FL 33143

January 15, 2009

Philip Marmack, MSN, RN
Nurse Recruiter
Orlando Children's Hospital
2500 Celebration Avenue
Orlando, FL 32801

Dear Mr. Marmack,

Please accept the attached resume as an application for one of the new graduate nurse positions that were discussed during Orlando Children's Hospital career fair, January 6, 2009. I recently graduated from Emory University's School of Nursing baccalaureate program with honors. In addition to my 15 week practicum experience on a pediatric medical-surgical unit, I worked for one year as a nurse extern at a children's hospital in Atlanta, GA. I have been lucky enough to have exceptional registered nurse mentors who have prepared me clinically and professionally for my first position as a registered nurse following my graduation.

I would appreciate an opportunity to interview for one of the available positions in the new graduate nurse program. I understand that Orlando Children's Hospital has one of the best new graduate nurse programs in the state, providing a 12 week orientation program with a preceptor. I have spoken to several past participants from this program who have said that our orientation program eased their role socialization and allowed them to refine their new skills and experiences prior to taking on their responsibilities as an independent registered nurse.

I look forward to hearing back from you soon to set up an appointment for an interview with you and your staff. If you have any questions prior to that time, please do not hesitate to contact me.

Sincerely,

Jackie M. Hammocks

Example of Cover Letter Early Career Nurse

Lauren Janofsky
13465 S.W. 112 Avenue
Miami, FL 33186

January 15, 2009

Jane Alexander, PhD, RN
Associate Dean
Central Florida University
School of Nursing
Orlando, FL 32801

Dear Dr. Alexander,

Please accept the attached curriculum vita as an application for one of the clinical instructor positions advertised in the most recent edition of *The Florida Nurse*. I believe that I am well qualified for this position in that I have been practicing as a registered nurse in pediatrics for 4 years and I am certified as a neonatal critical care nurse by the American Association of Critical Care Nurses. I have also had the opportunity to act as a preceptor for several of your undergraduate students in the neonatal intensive care unit and have found this experience to be both challenging and rewarding.

I would appreciate an opportunity to interview for one of the clinical instructor positions. I understand that Central Florida University's School of Nursing NCLEX-RN pass rate is consistently over 95%. In addition, I have had the opportunity to work with many of your graduates as new registered nurses and have found them to be well prepared and clinically competent. This is the type of nursing program that I would like to be a part of as clinical instructor.

I look forward to hearing back from you soon to set up an appointment for an interview with you and your faculty. If you have any questions prior to that time, please do not hesitate to contact me.

Sincerely,

Lauren Janofsky

Example of Thank You Letter

Jackie M. Hammocks
3421 S.W. 49 Terrace
Miami, FL 33143

January 15, 2009

Philip Marmack, MSN, RN
Nurse Recruiter
Orlando Children's Hospital
2500 Celebration Avenue
Orlando, FL 32801

Dear Mr. Marmack,

Thank you very much for taking the time to speak with me today about a new graduate nurse position at Orlando Children's Hospital. I found our conversation to be most interesting, especially the details about the 12 week orientation program that is available. I know that this opportunity will assist me in my role transition, particularly as I will be guided by an experienced preceptor. I was also excited to hear about the possibility of beginning my nursing career on the neurological/neurosurgical unit, a unit that has consistently received high marks by patients and families, for their outstanding nursing care in *The Florida Nurse*.

It was a pleasure to meet with you today. As we discussed, I look forward to hearing back from you within the next week about this exciting and challenging new graduate nurse position opportunity.

Sincerely,

Jackie M. Hammocks

NOTE: All examples are excerpted from Marshall, Lois. (2010). *Take Charge of Your Nursing Career: Open the Door to Your Dreams*. Sigma Theta Tau International Honor Society of Nursing, Indianapolis.