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| First Name Last name TITLE  Address · Phone · Email |
| **Instructions:** Fill in the areas in red with your personal information. Don’t forget to change font back to black once you’ve updated. ☺  [*Specialty (if applicable*] [*Profession]* with over [X] years of experience including [X] years of experience working in *[types of facilities you’ve worked at].* Certifications include: [list all your certifications] and charting system proficiency in [*list charting systems you’re familiar with].*  *Example: Med/Surg RN with over 5 years of experience include 2 years working in Level 1 trauma centers. Certifications include: ACLS, PALS, NRP, TNCC and charting system proficiency in Epic, Cerner, Meditech, Sunrise Clinical Manger & McKesson.* |

# Work history

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| Dates Workedtitle, Healthcare Facility Type of Facility: Number of Beds:  Units worked/floated:  Description of care provided:  Charting system used: Dates Workedtitle, Healthcare facility Type of Facility: Number of Beds:  Units worked/floated:  Description of care provided:  Charting system used: dates workedtitle, Healthcare facility Type of Facility: Number of Beds:  Units worked/floated:  Description of care provided:  Charting system used: Dates From – Totitle, Healthcare facility Type of Facility: Number of Beds:  Units worked/floated:  Description of care provided:  Charting system used: |
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# Education

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| Month Yeardegree, academic institution There’s no harm in adding in your GPA, any awards/honors your received or coursework you’d like to call out. |
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# Active licenses & certifications

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| Active Licenses: | Certifications: |

NOTES FOR CLINICIANS:

* In the header next to your title, be sure to include “BSN” or “RN” and any specialty certifications (CCRN, PCCN, CEN, etc.) you hold.
* Double check spelling and grammar – you’d be surprised how many resumes get rejected for a simple typo!