

Certified Nursing Assistant (CNA) Resume Builder Worksheet

Use this worksheet to organize your information before creating your Certified Nursing Assistant resume. Complete each section carefully and customize your responses for the specific healthcare position you are applying for.

1. Personal Information

Full Name: _____

Phone Number: _____

Professional Email Address: _____

City, State: _____

LinkedIn Profile (Optional): _____

2. Job Target

Healthcare Facility: _____

Position Applying For: _____

Healthcare Setting (Optional): _____

Examples:

- Hospital
- Long-Term Care Facility
- Nursing Home
- Rehabilitation Center
- Assisted Living Facility
- Home Healthcare
- Hospice
- Skilled Nursing Facility

3. Resume Objective or Professional Summary

If you are new to the profession, write a **resume objective**.

If you have experience, write a **professional summary**.

Draft your statement below.

4. Core Skills

List your strongest caregiving and workplace skills.

Examples include:

- Patient Care
- Activities of Daily Living (ADLs)
- Vital Signs Monitoring
- Patient Transfers
- Infection Control
- CPR
- Electronic Health Records (EHR)
- Patient Observation
- Documentation
- Communication
- Compassion
- Teamwork
- Time Management
- Safety Procedures
- Bedside Care

My Skills:

1.

2.

3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____
-

5. Professional Experience

For each position, include:

Job Title: _____

Employer: _____

Location: _____

Dates of Employment: _____

Primary Responsibilities

- _____
- _____
- _____
- _____
- _____

Key Accomplishments

Include measurable results whenever possible.

- _____
 - _____
 - _____
-

6. Clinical Training (For New CNAs)

If you recently completed a CNA program, include your clinical experience.

Healthcare Facility: _____

Dates: _____

Clinical Duties:

7. Education

High School Diploma or GED

School:

Location:

Graduation Date:

Certified Nursing Assistant Training Program

Training Provider:

Completion Date:

8. Certifications

List all current certifications.

Examples:

- Certified Nursing Assistant (CNA)
- Basic Life Support (BLS)
- CPR Certification
- First Aid Certification
- Certified Medication Aide (CMA), if applicable

My Certifications:

1. _____
2. _____
3. _____
4. _____
5. _____

9. Technical Skills

List healthcare technology and equipment you have used.

Examples:

- Electronic Health Records (EHR)
- Epic
- Cerner
- Microsoft Office
- Patient Monitoring Equipment
- Vital Signs Equipment

My Technical Skills:

10. Professional Accomplishments

List achievements that demonstrate your value as a CNA.

Examples:

- Assisted with the daily care of 15 or more patients per shift.

- Maintained excellent documentation accuracy.
- Received recognition for compassionate patient care.
- Helped reduce patient falls through careful observation.
- Trained newly hired CNAs.
- Earned positive feedback from patients and supervisors.

My Accomplishments:

1. _____
2. _____
3. _____
4. _____
5. _____

11. Professional Strengths

What qualities make you an excellent Certified Nursing Assistant?

Examples:

- Compassion
- Dependability
- Patience
- Communication
- Teamwork
- Attention to Detail
- Physical Stamina
- Adaptability
- Professionalism
- Empathy

My Strengths:

12. Professional Memberships (Optional)

Examples:

- National Association of Health Care Assistants (NAHCA)
- State Nursing Assistant Association

My Memberships:

13. Volunteer Experience (Optional)

Organization: _____

Role: _____

Dates: _____

Responsibilities:

14. Awards and Recognition (Optional)

List any awards or recognition you have received.

Examples:

- Employee of the Month
- Outstanding Patient Care Award
- Perfect Attendance Award
- Team Excellence Award
- Compassion in Care Recognition

My Awards:

15. Resume Checklist

Before submitting your resume, confirm that you have:

- ☐ Tailored your resume to the job description.
- ☐ Included your active CNA certification.
- ☐ Listed relevant certifications and training.
- ☐ Highlighted measurable accomplishments.
- ☐ Used keywords from the employer's job posting.
- ☐ Emphasized your patient care and communication skills.
- ☐ Proofread for grammar and spelling.
- ☐ Verified employment dates and education.
- ☐ Saved your resume as a PDF (unless another format is requested).

Final Resume Notes

Use this space to record additional information or customize your resume for each application.

Completing this worksheet before writing your resume will help you organize your qualifications, identify your strongest caregiving achievements, and create a polished, ATS-friendly Certified Nursing Assistant resume that effectively showcases your patient care experience, certifications, compassion, and commitment to delivering high-quality healthcare.