

Registered Nurse Resume Builder Worksheet

Use this worksheet to organize your information before creating your Registered Nurse resume. Complete every section as thoroughly as possible, and customize your responses for the nursing 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: _____

Nursing Specialty (if applicable): _____

Examples:

- Medical-Surgical
- Emergency Department
- Intensive Care Unit (ICU)
- Pediatrics
- Labor and Delivery
- Oncology
- Cardiology
- Orthopedics
- Home Health

- Long-Term Care

3. Resume Objective or Professional Summary

If you have little nursing experience, write a resume objective.

If you have several years of experience, write a professional summary.

Use the space below to draft yours.

4. Core Nursing Skills

List your strongest clinical and professional skills.

Examples include:

- Patient Assessment
- Medication Administration
- IV Therapy
- Care Planning
- Wound Care
- Patient Education
- Electronic Health Records (EHR)
- Infection Prevention
- Critical Thinking
- Team Collaboration
- Communication
- Time Management
- HIPAA Compliance
- Emergency Response
- Care Coordination

My Skills:

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

5. Professional Experience

For each nursing position include:

Job Title: _____

Employer: _____

Location: _____

Dates of Employment: _____

Main Responsibilities

- _____
- _____
- _____
- _____
- _____

Accomplishments

List measurable achievements whenever possible.

- _____
 - _____
 - _____
-

6. Clinical Experience (Optional for New Graduates)

List clinical rotations, internships, nurse externships, or residency programs.

Facility:

Department:

Clinical Duties:

7. Education

Degree:

School:

Location:

Graduation Date:

Academic Honors (Optional):

8. Licensure and Certifications

RN License

State:

License Number (optional):

Expiration Date:

Certifications

Examples:

- Basic Life Support (BLS)
- Advanced Cardiovascular Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Critical Care Registered Nurse (CCRN)
- Certified Emergency Nurse (CEN)
- Oncology Certified Nurse (OCN)
- Trauma Nursing Core Course (TNCC)

My Certifications:

1.

2.

3.

4.

9. Technical Skills

List healthcare technologies and software you use.

Examples:

- Epic

- Cerner
- MEDITECH
- Electronic Health Records (EHR)
- Microsoft Office
- Telehealth Platforms
- Patient Monitoring Equipment

My Technical Skills:

10. Professional Accomplishments

List achievements that demonstrate your value.

Examples:

- Improved patient satisfaction scores
- Reduced medication errors
- Led quality improvement initiatives
- Precepted or mentored new nurses
- Participated in infection prevention programs
- Received employee recognition awards

My Accomplishments:

1.

2.

3.

4.

5.

11. Professional Strengths

What qualities make you an effective Registered Nurse?

Examples:

- Compassion
- Clinical judgment
- Adaptability
- Leadership
- Attention to detail
- Problem-solving
- Emotional resilience
- Patient advocacy

My Strengths:

12. Professional Memberships (Optional)

Examples:

- American Nurses Association (ANA)
- Emergency Nurses Association (ENA)
- American Association of Critical-Care Nurses (AACN)

My Memberships:

13. Volunteer Experience (Optional)

Organization:

Role:

Dates:

Responsibilities:

14. Resume Checklist

Before submitting your resume, confirm that you have:

- ☐ Tailored the resume to the job description.
- ☐ Included your active RN license.
- ☐ Listed relevant certifications.
- ☐ Highlighted measurable accomplishments.
- ☐ Used keywords from the job posting.
- ☐ Proofread for grammar and spelling.
- ☐ Verified employment dates and education.
- ☐ Saved the resume as a PDF (unless another format is requested).

Final Resume Notes

Use the space below for additional information you may want to include or customize for each application.

Completing this worksheet before writing your resume will help you organize your qualifications, identify your strongest accomplishments, and create a targeted, ATS-friendly Registered Nurse resume that showcases your clinical expertise, patient care experience, and readiness to excel in your next nursing role.

