

JENNIFER SMITH

555 MAIN STREET
ANYTOWN, NY 10019
(718) 555-1212
jsmith@aol.com

OBJECTIVE:

State what your career goals or the profession that you would like to enter.

EXPERIENCE:

mo/yr-mo/yr

Name Your Most Recent Employer, City, State

Name Your Official Job Title

- Describe any special tasks you are assigned on this job.
- Use “action verbs” to keep the focus on what you did.
- Recognize any special achievements you have completed on the job.

mo/yr-mo/yr

Name Your Next Most Recent Employer, City, State

Name Your Official Job Title

- Focus on job tasks that are not already stated with another employer
- Highlight any job roles that relate to healthcare or basic skills that you can use in any position.
- If you have previous experience in healthcare, describe any achievements or projects that you succeeded in doing that show when you went “above and beyond” the job requirements.

mo/yr-mo/yr

Name Your Third Most Recent Employer, City, State

Name Your Official Job Title

- If you have a job that has more skills that are required than another, you can add extra bullet points to that job, and use less for another
- This helps keep your resume to one page.

SKILLS/ACHIEVEMENTS:

- List all major general qualifications you have for the job.
- List any special skills you learned in class.
- List any skills or certifications you have: computer, languages that you speak, HIPAA, OSHA, First Aid/CPR.
- List any awards you have won (President’s List, Dean’s List, etc...)

EDUCATION:

mo/yr-mo/yr

Name Your School, City, State

Name your degree program or “Completed credits in [name the major]” if you did not complete the program.

REFERENCES:

Furnished upon request