

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](mailto:jmhamocks@gmail.com)

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**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](mailto:RNI@yahoo.com)

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**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  
16<sup>th</sup> 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.

