

# **BUFF NURSE**

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Canyon, Texas | (806) 651-2345 | yourname@gmail.com

## **OBJECTIVE**

A **brief** statement that tells the employer what position you are seeking. This should be very specific when applying for a specific job, but very general for BuffJobs. It may contain the following: job or position title, skills you plan to use, and name of organization

## **EDUCATION** *(list only colleges/universities from which you have or are planning to graduate, in reverse chronological order, i.e., most recent first, use the word anticipated, expected or projected if graduation is > 2-3 months away)*

West Texas A&M University Canyon, Texas  
Full name of degree GPA 3.0/4.0 *(include if > or = 3.0)* anticipated May 202X

NCLEX info

## **SUMMARY OF QUALIFICATIONS [or PROFILE]**

- Brief statements of your experience, training and/or personal abilities
- Summarizes experience and calls attention to your skills
- Highlights what you have to offer an employer
- Begin each with an action verb or number, choose different words to begin each statement
- Qualifications are more experience-based whereas Profiles are more personal attributes

## **CLINICAL EXPERIENCE**

Facility Name City, State  
Your Role Month year to month year (or semester + year)

- Information of significance to the reader ... # of hours, type of patients/duties/tasks
- Can have more than one bullet (or no bullets!)

Facility Name City, State  
Your Role Month year to month year (or semester + year)

- Information of significance to the reader ... # of hours, type of patients/duties/tasks

## **WORK HISTORY**

Name of Business City, State  
Job Title dates of employment (month year)

- Bullet statements are used to highlight job accomplishments, what did you do to make this organization better?
- Can have more than one bullet under each of these too

Name of Business City, State  
Job Title dates of employment (month year)

- You are not required to list anything under here, esp. if the job is not relevant

## **ACTIVITIES and HONORS [or INVOLVEMENT]**

- Don't list anything from high school, unless it is an exceptional feat, i.e., valedictorian, etc.
- College scholarships, honors, organizations, and memberships all go here
- Community work, volunteer work, is also appropriate to list here