NURSING CANDIDATE, D.N.S., FNP

ADDRESS   TELEPHONE
CITY, STATE, ZIP CODE   EMAIL

EDUCATION
Include all higher education degrees that were conferred (or expected to be conferred). Awards and honors can be included under each degree associated with their attainment. Or, you can list them under a separate honors and awards area and combine them with accolades from external organizations. While CVs from other disciplines may list dissertation/thesis advisor or committee members, it is not as common on nursing CVs.

D.N.S.   **Degree Title**, **Florida Atlantic University**, May 2010
(if applicable)   Boca Raton, FL
                          Dissertation: (if applicable)
                          Areas of Specialty: (can include if desired)
                          Honors/Awards: (departmental awards, scholarships, etc.)

M.S.N.   **Degree Title**, **Florida Atlantic University**, December 2008
                          Boca Raton, FL
                          Master's Thesis: (if applicable)
                          Honors/Awards: (departmental awards, scholarships, etc.)

B.S.N.   **Degree Title**, **Institution**, Month Year
                          City, State
                          Honors Thesis: (if applicable)
                          Minor: (if applicable)
                          Honors/Awards: (such as Summa Cum Laude, departmental awards, scholarships, etc.)

LICENSURE
Include all licenses and their locations/state. Include your license number.

Example:
- Registered Nurse, Florida Board of Nursing
- Certified Registered Nurse Practitioner

CERTIFICATIONS
Include all certifications that are relevant.

AREAS OF SPECIALIZATION or QUALIFICATIONS SUMMARY
*This section is optional. You can provide a general overview here that will tie together all of your experience sections that follow. You can also highlight qualifications that may not be directly apparent. It is recommended that you limit the section to 3-5 statements (in bullet point form) and choose ones that are **most relevant**.*

Example:
- "X" years Registered Nurse experience includes: and list your general duties
- Specialize in "Y – *use area of specialty*" and in utilizing the following technologies: x, y, & z *(which relate to your specialty)*
- Experienced in developing and delivering multiple training seminars for "X," "Y," and "Z" topics

PROFESSIONAL EXPERIENCE (or other experience categories – see below)
*In this section you can include your professional experiences in clinical and non-clinical settings that are related to nursing. You would not want to include non-nursing related experiences. Some candidates may choose to separate their professional experience into categories (particularly their academic appointments and teaching experience from their clinical and practical experience) and may use the following titles: **Clinical Experience, Management Experience, Consulting Experience, Hospital Appointments, Academic Appointments, Visiting Appointments, Teaching Experience, Research Experience, Military Service, etc**. If you highlight teaching experience, be sure to distinguish between teaching in a classroom setting versus a clinical setting, teaching in continuing education*

courses, advising and mentoring roles, course/curriculum development responsibilities, and undergraduate versus graduate teaching environments. To showcase your experience you should choose the format and the titles that best describe your accomplishments. Also, you should order the categories on your CV according to your strengths. Use reverse chronology within each experience category to order your individual experiences. The following is an example of how you may structure a work experience.

Example:

Position Title, Institution   Date(s)
City, State
Include a brief summary of your responsibilities. For example: Provided support for a community based health organization focused on outreach and prevention. Underneath the brief summary, using bullet points, highlight specific responsibilities you have had, techniques you have used, and other aspects that emphasize your contributions. When possible include numerical data or descriptions that provide the reader with an understanding of the scope of your responsibilities and, where applicable, the results achieved.

- Developed new patient procedures resulting in…
- Implemented new programs focused on…
- Treated "X" critically ill patients per week by…
- Addressed family concerns…
- Coordinated staff…

*If you have held **multiple positions at the same institution/organization** you can follow the following format (use reverse chronology). If you choose to use this format all professional experiences in that category should be listed with the institution/organization on the first line and the position title on the second line.*

Example:

Institution/Organization, City, State
Position Title   Date(s)
Brief description of focus

- Bullet 1
- Bullet 2

Position Title   Date(s)
Brief description of focus

- Bullet 1
- Bullet 2

PRESENTATIONS AND PUBLICATIONS

*If you have many presentations and publications you can separate them into two areas: Presentations and then Publications – or vice versa. If you have multiple publications you can divide those by: **Journal Articles, Reviews, Abstracts, Books/Book Chapters, Books or Journals Edited, Published Abstracts, Guides and Training Materials, etc.** Typically you should lead with those publications and presentations that are in refereed and notable journals and notable and widely attended presentations. You may choose to separate out or indicate which works are international, national, regional, or state/local. List all publications and presentations in APA format. Be sure to distinguish between publications that are "in press," have "been submitted," have "limited distribution," are "in review," and are "in preparation." Additionally, if this section is lengthy, 5+ it is recommended that you include it at the end of the CV so that it does not break up the CV's flow.*

For presentations, if you were invited to speak at an institution you can use this format:

Invited Speaker, Title of Talk(s)   Date(s)
Name of Institution, Location

SKILLS

You may want to include specialized skills related to nursing (such as suturing, EKG interpretation, etc.) research and laboratory techniques, computer skills, language skills (indicate fluency), etc. You can subdivide this section by topic if it is long. This section is not always used for faculty positions but is helpful if you applying for a professional position. You can list these skills using bullet points.

HONORS AND AWARDS

This section is optional. You can include those awards (such as fellowships and travel grants) that do not fit in the education section. Typically these awards are substantial awards. If the awards are from another country or not easily understood provide an explanation so that they become meaningful. For example: One of "X" awarded nationally from over "Y" submissions for excellence in "Z." If you received any teaching or research awards be sure to highlight those. If you have won competitive grants include those in a separate section.

Example:
Title of Award, Awarding Agency Date(s)
Description

MAJOR COMMITTEES

*This section is optional. You can include membership in committees at your **hospital, college or university, or in professional organizations** (such as ANA (American Nursing Association), specialty organizations, etc.). Demonstrating participation on and leadership of committees is especially important if you are pursuing employment in higher education and/or health administration. You can structure this section using the format below.*

Example:
Position Title (Member, President, etc.), Committee Name Date(s)
Organization Name
Brief description of committee's focus (optional)

PROFESSIONAL AFFILIATIONS

List out the associations of which you are member and the dates of membership. Be sure to include membership in honorary and professional societies. If you have held any leadership positions in the organizations or organized any events as a member you can highlight that here or create a separate section for your leadership activities – it could be labeled "Professional Activities" and could precede Professional Affiliations. Or, you may decide to include these activities in the "Major Committees" section.

Example:
Association Date(s)

REFERENCES

References can be included here or on a separate sheet of paper. You may want to include them on the CV if your references are recognizable in your field.

Example:
Name, Title
Contact Information
(If listed on the CV, typical contact information includes: institution name, phone number, and email address.)

Other Categories You May Want To Include:

In addition to the categories listed above, you may want to include some of these categories if they correspond to your strengths and are relevant. Order these additional categories on your CV according to your strengths.

- o Educational and Training Experiences:
  - Include completed certification programs, not continuing education hours.
  - Include relevant clinical experiences if not listed previously.
- o Public/Community Service
- o Teaching Interests:
  - Typically only provided when applying for faculty positions and includes the specific areas you enjoy teaching and the areas that you would like to teach.
  - It may also include particular courses that you would like to design and offer.
  - Any new areas of coursework should relate in some way to the position that you are applying for and the departmental and institutional mission.
  - This section can be in paragraph form or in bullet points.

- o Research Interests:
    - ▪ Typically only provided when applying for faculty positions and/or research positions and includes the specific areas you intend to research in the future.
    - ▪ These research interests should be related in some way to the position that you are applying for and the mission of the institution.
    - ▪ This section can be in paragraph form or in bullet points.
- o Continuing Education (include courses taken during the past two years)
- o Administrative Experience or Academic Service:
    - ▪ Do not include teaching & research experience in this category.
- o Competitive Grants Won or Grant Support:
    - ▪ Include the amount funded and the name of the principal investigator.
    - ▪ This section is particularly important if you wish to pursue a research career.
- o Languages and International Travel
- o Additional Information
    - ▪ Include any information that you feel is important for the employer to know.
    - ▪ If there is anything on your CV that may lead employees to think that you do not have U.S. work authorization and you have permanent residency or U.S. Citizenship you may want to indicate that.

CV Pointers:

- o CVs are not tied to the same length constraints as resumes. Typically young professionals will have CVs ranging from 2-4 pages and more experienced professionals have 6-8+ pages.
- o As you progress in your career:
    - ▪ You may decide to reorder your sections and place your education further down on your CV.
    - ▪ You may choose to title sections "SELECTED PUBLICATIONS" or "SELECTED TEACHING EXPERIENCES" and choose the most impressive ones. If you decide to take this approach you may add a notation that says "A complete list of courses taught is available upon request."
- o References can be listed at the end of the CV or on a separate page. If you use a separate page, use the same heading as you used on the first page of your CV and then list your references (typically 3-5) down the page. Choose references that can speak to your abilities that relate to the position that you are applying to.
- o Check your spelling and grammar.
- o Ensure that your cover letter's focus matches the focus of your CV.
- o Do not include personal information such as: age, gender, marital status, children, race/ethnicity, religion, political affiliation, and hobbies.
- o Do not include conferences attended and be sure to write out acronyms fully (do not just include the abbreviation).
- o Formatting: 11 point font, leave some white space, be consistent with your formatting of headers, use bold and italics for emphasis – no underlining, do not double-side the CV (it makes photocopying difficult), include your name and page number on each page after the first page (header or footer).
- o Since CVs may be scanned into computer software systems, be aware of key terminology that relates to the position that you are applying for and include those words somewhere on your document.