

Writing a Resume: Samples

Sample 1: Nursing Resume – Page 1

Florence Nightingale

Miami, Florida · (305) 927-0102 · Florence.Nightingale@mymail.barry.edu

SUMMARY OF QUALIFICATIONS

- Licensure: Florida Registered Nurse
- Proficient in therapeutic and basic nursing care
- Excellent communication skills with patients, families, and staff
- Language: Bilingual English/Spanish
- Able to manage time & resources efficiently
- BLS & CPR Certification

EDUCATION

Barry University, Miami Shores, FL • **Bachelor of Science in Nursing**, GPA: 3.85 **May 2023**

CLINICAL EXPERIENCE

Holy Cross Hospital, Ft. Lauderdale, FL: **High Acuity Clinical Rotation** **Summer 2022**

- Rotated to NICU, CCU, CVICU, CVIMC, and IMC
- Provided care for patients who were critically ill due to intracerebral hemorrhage, spinal injuries, brain and heart surgeries, stroke, cardiac conditions, hypertensive crisis, hypothermia
- Rotated through the Telemetry Unit, providing specialized care for patients who require frequent cardiac monitoring, have cardiac disorders, renal failure, respiratory failure, and general surgical patients

Jackson Memorial Psychiatric Hospital, Miami, FL: **Mental Health Clinical Rotation** **Spring 2022**

- Alternated in Adult Intensive unit, and Health and Recovery unit
- Cared for adults and seniors with mental health problems such as schizophrenia, suicidal ideation, drug and alcohol abuse, and developmental disorders
- Implemented evidence-based therapeutic techniques during mental health clinical rotation, demonstrating proficiency in conducting assessments, and developing treatment plans

Miami Children Hospital, Miami, FL: **Pediatrics Clinical Rotation** **Fall 2021**

- Rotated through the Emergency Department, caring for children with complaints such as fever, respiratory problems and ear infections
- Rotated through the Med-Surg floor and worked with children post-operatively recovering from surgeries such as knee replacement or fractured femur repair
- Collaborated with pediatric healthcare team to provide comprehensive care to infants, children, and adolescents

Memorial Hospital West, Pembroke Pines, FL: **Obstetrics Clinical Rotation** **Spring 2021**

- Assisted obstetric healthcare team in providing prenatal care to expectant mothers during clinical rotation, including conducting thorough maternal assessments
- Participated in labor and delivery processes, gaining practical experience in assisting with vaginal deliveries, cesarean sections, and postpartum care
- Collaborated with obstetricians and nurses to provide comprehensive antenatal support
- Developed proficiency in conducting prenatal ultrasounds and non-stress tests, documenting findings accurately, and communicating results effectively to healthcare team

OTHER PROFESSIONAL EXPERIENCE

Aeropostale Store, Hialeah, FL

May 2022 - June 2023

Cashier Leader

- Authorized customer returns, exchanges, merchandise credits, and check authorizations
- Ensured all cashier employees followed regulations
- Provided training to new employee on cashier transactions
- Assisted in the preparation of daily deposits

The Rusty Pelican, Key Biscayne, Florida

January 2019 – September 2021

Waitress

- Presented menus to patrons and answered questions about menu items, making recommendations upon request
- Took orders from patrons for food or beverages, memorized orders, and entered orders into computers for transmittal to kitchen staff
- Ensured customers were enjoying their meals and took action to correct any problems
- Prepared checks and collected payments from customers

EFS Summer Camp, Clifton, New Jersey

Summer 2018 and 2019

Summer Camp Counselor

- Took primary responsibility for the health, well-being and happiness of campers
- Encouraged respect for personal property, camp equipment and facilities
- Enforced appropriate safety regulations and emergency procedures
- Met regularly with director regarding concerns, updates and challenges

AWARDS AND RECOGNITION

- Member, Nursing Honor Society “Sigma Theta Tau International”
- Member, Academic Honor Society “Delta Epsilon Iota”
- Member, Academic Honor Society “Phi Theta Kappa”
- Recipient of Barry University School of Nursing “Dean’s Award”
- Placed on Barry University “President List of Academic Honors” on multiple occasions
- Recipient of a scholarship from Barry University and the National Student Nurses’ Association

COMMUNITY SERVICE

- Shelton Academy Private School: Provided nutritional and disease prevention counseling to children and family
- Fred Lippman Multi-Purpose Center: Provided free counseling for older adults on fall prevention
- RCMA: Teaching/learning presentation to children
- Easter Seals: Performed mini-mental exams on Alzheimer patients
- Feeding South Florida: Sorted, checked, and repackaged donated foods
- Jubilee Center: Helped serve and distribute food to the homeless
- Gildas Club: Participated in support groups for cancer patients and family

Sample 2: Education Resume

Sally Teacher

Miami, FL • (305) 555-5555 • s.teacher@barry.edu

SUMMARY OF QUALIFICATIONS

- Licensed in Elementary Education in Florida
- 1+ years of teaching and tutoring experience
- Experience in developing age-appropriate instructional methods
- Flexible with great ability to adjust to the needs of students

EDUCATION

Bachelor of Science in Education <i>Barry University, Miami Shores, FL</i>	May 2023
Certification Florida Professional Certificate with endorsement in Elementary Education	May 2023

TEACHING EXPERIENCE

Student Teacher <i>Nova Elementary School, Broward County Public Schools, Fort Lauderdale, FL</i>	Fall 2022
<ul style="list-style-type: none">• Planned and set up classroom for school year opening• Developed lesson plans and instructed twenty-five second graders in all subject areas• Instructed reading groups in both whole language approach and basic readers	
Group Leader <i>Children's World Learning Centers, Littleton, CO</i>	2020 – 2021
<ul style="list-style-type: none">• Supervised and instructed twenty preschool children• Prepared lesson plans and learning activities for large groups at the learning centers• Coordinated and supervised K-6 activities for before and after school and summer/winter vacation programs	
Lab Tutor <i>Creekside Elementary School, Cherry Creek Schools, Centennial, CO</i>	Spring 2020
<ul style="list-style-type: none">• Developed learning curriculum in reading, math, writing, science, and art• Created thematic units for second, third, and fourth grades• Observed and tutored in a bilingual classroom	

ADDITIONAL EXPERIENCE

Nursery Attendant <i>Littleton Athletic Club, Littleton, CO</i>	2018 - 2019
<ul style="list-style-type: none">• Maintained a safe and nurturing environment for newborns and infants as a nursery attendant, monitoring their well-being, feeding schedules, and diaper changes with keen attention to detail• Collaborated with healthcare professionals to implement and follow established protocols for infection control, ensuring a clean and sanitized nursery environment• Provided compassionate care and support to parents, answering questions, & addressing concerns	
Camp Counselor <i>YMCA Camp, Littleton, CO</i>	2017 - 2018
<ul style="list-style-type: none">• Engaged campers in recreational activities, fostering a positive environment• Facilitated programs to teach essential life skills and promote a sense of community.• Ensured camper safety and well-being through strict adherence to protocols	

AFFILIATIONS/ACTIVITIES

Member, Florida Chapter of International Reading Association	2020-2021
Vice President of Student Chapter, National Education Association	2020
Professional Seminars: Whole Language, Math Their Way, and Writer's Workshop	2020

Mary Moneymaker

Miami, FL • 305-000-0000 • mmoneymaker@hotmail.com • www.linkedin.com/in/moneymaker-mary

Summary of Qualifications

- Abundant experience using Microsoft software such as Excel, Word, and PowerPoint for data collection and projects, as well as Quickbooks software
- Mathematical and analytical skills to make proficient, independent decisions
- Excellent communication and customer service skills acquired through internships
- Strong ability to effectively work with diverse individuals and groups
- Effective management of tight schedules

Business and Finance Education

Barry University, Miami Shores, FL

May 2018

Bachelor of Science in Business Administration, Major: Finance

Dean's List Spring 2016 & Fall 2017

Selected Business and Finance Courses

- Financial and Managerial Accounting
- Principles of Marketing
- Conflict and Negotiation
- Financial Markets and Institutions
- International Finance
- Fundamentals of Security Analysis

Financial Analysis Experience

Barry University Student Managed Investment Fund, Miami Shores, FL

Fund Manager of the Consumer Discretionary & Consumer Staples Sector

Fall 2017

- Researched, analyzed, and interpreted market situations of stocks and equities
- Prepared for weekly oral presentations of accumulated data on sector holdings
- Worked in a team atmosphere to gather and present information on sector overviews
- Managed a team of four analysts to review investment portfolio and specific sector holdings
- Formulated equity proposals for purchase
- Contributed data necessary for monthly reports for the advisory board members
- Brainstormed ideas to improve the organization such as investment policy statement renewal, and leadership duties

General Member/Analyst in the Consumer Discretionary & Consumer Staples Sector Spring 2017

- Presented weekly updates of assigned equity, Procter & Gamble Co.
- Helped run the financial valuation model for necessary analysis of proposed equities
- Worked in a team atmosphere to gather and present information on sector holdings
- Assisted fund manager with research needed for equity proposals such as Morningstar, Value Line and Net Advantage analyst reports

Customer Service Experience

Fluent, Miami, FL: **Intern Fluent Digital Student Promoter representing Macy's**

Spring 2017

- Conducted social networking and campus outreach to promote products
- Reported to an Accounting Manager in regards to weekly marketing targets
- Utilize online reporting website to report weekly activities

Miami Landmarks Society, Miami, FL: **Intern**

June 2016 - August 2016

- Acquired necessary technical and analytical skills specific to the role of a service provider
- Introduced ideas to aid in the organization of a major annual event, Come Home to Miami
- Generated statistical information for programs offered through the organization as well employee payroll documentation

Community Service

- Volunteer with Barry University Student Managed Investment Fund at William Turner Technical High School where we teach a financial literacy course (Fall 2016 – Present)
- Participated in Annual Relay for Life at Florida Memorial University (Fall 2016)

Sample 4: Sport Resume

Cindy Circuit

Miami Shores, FL CCircuit@mymail.barry.edu (305) 479-4687

SUMMARY OF QUALIFICATIONS

- Student-Athlete who excelled in Division II athletics
- Resourceful and creative in optimizing available resources
- Extremely personable worker with strong social skills who works well in team environments
- Experienced in public speaking and possess strong written/verbal communication skills
- Computer skills: Windows and MS Office, Word, Excel, PowerPoint, Outlook and Publisher
- Languages: Bilingual English/Spanish
- Enthusiastic professional with strong work ethic and attention to detail
- Ability to effectively work with diverse individuals and groups

EDUCATION:

Barry University, Miami, FL

Bachelor of Science in Sport Management, GPA: 3.7/4.0

May 2019

PROFESSIONAL EXPERIENCE:

Sony Ericsson Open 2009, Coral Gables, FL

Ticket Supervisor Intern

January 2019-April 2019

- Supervised box office team members under the direction of the Ticket Manager
- Processed daily reports, organized will call and scheduled ticket sellers
- Processed daily sales and created sales reports for multiple events
- Coordinated premium ticket sales and invoicing for multiple events
- Worked with printing companies on design, layout and ordering of ticket stock
- Coordinated ticket requests for Sponsors, Media, and Tournament VIP's

EFS Summer Camp, Clifton, New Jersey

Summer Camp Counselor

Summer 2018

- Took primary responsibility for the health, well-being and happiness of campers
- Recognized and responded to opportunities for group problem solving
- Encouraged respect for personal property, camp equipment and facilities
- Set a good example for campers in all areas, including punctuality, clean-up chores, rules and sportsmanship
- Guided campers in in all aspects of camp activities
- Supervised, assisted instructors and actively participated in all aspects of the campers' day
- Enforced appropriate safety regulations and emergency procedures
- Met regularly with director regarding concerns, updates and challenges

COMMUNITY SERVICE:

- Camilla's House, helped serve food to underprivileged and homeless individuals 2016-2019
- Wheelchair Tennis Clinics at the NASDAQ 100-Open Miami, Florida 2016
- Habitat for Humanity, helped build houses for underprivileged individuals 2015
- Special Olympic Summer Games, assisted athletes with mental disabilities 2015

AWARDS & ACTIVITIES:

- Team Captain, Softball 2018-2019
- Member of Barry University Sport Management Association 2018-2019
- Member of Student-Athlete Advisory Committee 2017-2019
- Division II Commissioners Honor Roll for Outstanding Athletic and Academic Achievement 2018
- Dean's Honor List
2016-2018
- Sunshine State Conference Freshman of the Year 2016

Sample 5: Science Resume

Doc Tor

Miami Shores, FL
(305) 354-3354 • DTor@mymail.barry.edu

SUMMARY OF LABORATORY TECHNICIAN QUALIFICATIONS

- Excellent analytical skills, detail oriented, disciplined, flexible, and organized
- Meets deadlines, works well under pressure, self-motivated, cooperative team player
- Friendly outgoing personality enjoys working with people, strong communication skills

EDUCATION

Barry University Miami, FL
Bachelor of Science in Biology May 2024

RELEVANT COURSEWORK

- Human Anatomy
- Human Genetics
- Disease Detectives
- Comparative Physiology
- Neurobiology
- Biostatistics

RESEARCH EXPERIENCE

College of Nursing and Health Sciences, Barry University Miami, FL
STEM Poster Co-author Spring 2020

- Poster title: CAK may play an important role in PMA-induced differentiation of TF-1a leukemia cells
- Prepared and maintained cell cultures
- Isolated and analyzed protein samples

LEADERSHIP EXPERIENCE

Minority Association of Pre-Health Students, Barry University Miami, FL
President Fall 2020-present

- Demonstrates leadership, communication, organization, confidence, and effectiveness
- Coordinates the organization's budget activities to fund operations, maximize investments, or increase efficiency
- Fosters a supportive community and organizing events to enhance diversity and inclusivity within the field of healthcare

American Medical Student Association, Barry University Miami, FL
Member Fall 2019-present

- Participates in 'Adopt a Floor' at Jackson Memorial Hospital
- Organizes recreational activities for the children
- Participates in the American Medical Student Association, attending conferences, workshops, and seminars to expand knowledge on current healthcare issues and advocate for improved healthcare policies
- Collaborated with fellow members to organize community health fairs, raising awareness about preventive care and promoting accessible healthcare services to underserved populations

VOLUNTEER EXPERIENCE

- **Camillus House**, helped serve food to underprivileged and homeless individuals
- **Dr. Martin Luther King Day Challenge**, participated in community cleanup

SKILLS

Computer: MS Office Suite
Laboratory: Microscope, aspartic technique
Languages: Fluent in Spanish and English

Sample 6: Functional Resume

INEED A. JOB

Miami, FL • (305) 555-8175 • ljjob@mymail.barry.edu

SUMMARY OF QUALIFICATIONS

- Highly creative, inquisitive and resourceful; proficient in connecting with clients through new technologies
- Excellent communication and cross team collaboration skills
- Motivated and enthusiastic about developing good relationships with co-workers and clients
- Capable of managing tight schedules effectively

AREAS OF EXPERTISE

Applied Research / Campaigns

- Developed, in collaboration with team members, an event campaign for AIDS awareness
- Led team members in a marketing proposal for Erosion Restoration
- Assisted with the development of a marketing campaign for Home Away From Home
- Delivered presentations for campaigns to directors and CEO's of organizations and companies
- Developed lesson plans and activities tailored to campers' age, ability, and skill level

Creative / Detail Oriented

- Produced ad campaign strategies for a variety of products and services
- Designed thumbnails, roughs, and final comps for print, television and radio advertising
- Wrote copy for radio, television, and print media
- Used different design techniques to appeal to a wide range of audiences
- Developed themed lesson plans, for campers, around events and trips

Leadership / Teamwork / Community Service

- Participated in over 25 hours a week of organized athletic training
- Volunteered at *Miami Race for the Cure*, 2012-2014
- Hosted basketball clinic at local recreation center, 2013
- Fundraised and volunteered for Barry University Cancer Walk, 2012-2013
- Volunteered at *Special Olympics*, Miami-Dade, 2012
- Supervised a group of 20 children, ages 4-5
- Coordinated and participated in creative and educational activities

EXPERIENCE

Women's Basketball , <i>Team Member</i> , Barry University	Fall 2010- Spring 2013
The Buccaneer , <i>Writer</i> , Barry University Newspaper	Fall 2010- Spring 2013
PR Campaigns , <i>Team Member</i> , Barry University	Fall 2012
Marketing Management , <i>Team Leader</i> , Barry University	Fall 2012
Girard College , <i>Senior Camp Counselor</i> , Philadelphia, PA	Seasonal since 2011
Consumer Behavior , <i>Team Member</i> , Barry University	Spring 2010

EDUCATION

Barry University, Miami, FL
Bachelor of Arts in Public Relations, GPA: 3.3 May 2014

SKILLS

Computer: Proficient in Word; Power Point, Excel; Internet, Knowledgeable in SPSS
Design Applications: Adobe Photoshop, Adobe Illustrator, Quark
Language: Fluent in English and Spanish

Sample 7: Curriculum Vitae (Please note: Most curriculum vitae comprise multiple pages.)

Sally Jones, Ph.D.

Miami, FL

305-555-1234 • Drjones@gmail.com

EDUCATION

Barry University, Miami, FL

Ph.D. in Military History; minor in American History (2001)

Dissertation: "A Winter Campaign: General Philip H. Sheridan's Operations on the Southern Plains, 1868-69" Advisor: Dr. David Syrett

Drew University, Madison, NJ

Master of Science in History (1992)

Bachelor of Arts in History; minor in English (1980)

TEACHING EXPERIENCE

Barry University, Miami, FL

U.S. History to 1877; U.S. History from 1865; The Civil War 2001 - present

Florida International University, Miami, FL

The Civil War; World Perspectives in History II (2003-2004, 2006)

Florida State University, Tallahassee, FL

Senior Coordinator, Peer Tutoring Program, History Department (1996-1997) Themes in American History: The Frontier (1994-2000)

U.S. History to 1877; U.S. History from 1865; State and Local Government (1995-1996)

PROFESSIONAL AFFILIATIONS

- Board of Directors, New York Military Affairs Symposium (NYMAS), 2013 – Present
- American Historical Association, 2011-Present
- Western History Association, 2011-2013

PUBLICATIONS

Attack at Dawn: Phil Sheridan's Winter Campaign, 1868-1869. In preparation for University of Oklahoma Press.

The Little Bighorn Campaign, March-September, 1876. Revised paperback edition. Conshohocken: Combined Publishing, 2000.

"Hand to Hand." *Kansas Journal of Military History*, Summer 2005.

"Toward A Last Stand: Some Reflections on History and Myth," in *15th Annual Symposium, Custer Battlefield Historical & Museum Association, Inc.* Hardin, MT: n.p., 2002.

"Oscar Eaten By Wolves." *Film Comment*, November-December 1991.

"Los Diablos Tejanos." Review of Lone Star Justice: The First Century of the Texas Rangers, by Robert M. Utley.

Chronicles: A Magazine of American Culture, November 2002.

Review of Ben Nighthorse Campbell: An American Warrior, by Herman J. Viola. *The American Spectator*, April 1994. Review of The Oregon Trail/The Conspiracy of Pontiac by Francis Parkman. *The American Spectator*, December 1992.