

RESUME EXAMPLE ONE

Jane Doe

2011 Mottman Road SW | Olympia, WA 98512 | 360-596-5567 | jane.doe@spscc.edu

OBJECTIVE

Seeking a registered nurse position at General Hospital utilizing my educational background, interpersonal skills, and patient care experience.

EDUCATION

South Puget Sound Community College
Associate in Applied Science, Nursing

Olympia, WA
June 2018

SUMMARY OF SKILLS

- More than three years of experience working in patient care setting and dedicated to providing excellent patient care.
- Proficient knowledge of medical terminology and HIPPA regulations with the demonstrated ability to maintain accurate and detailed reports and records.
- Effectively develops rapport with patients, family, staff and physicians and can customize communication style by audience to ensure understanding of healthcare related information.
- A problem solver who remains calm and professional through critical incidents.
- Strong analytical skills, capable of assessing conditions and implementing appropriate interventions.
- Proficient in using Microsoft Word, Excel, PowerPoint, and Epic System Software.

RELATED EXPERIENCE

South Puget Sound Community College
Clinical Experiences

Olympia, WA
August 2017 to Present

- Completed clinical rotations at the following locations: Capital Medical Center, Providence St. Peter Hospital Olympia.
- Record vital signs including temperature, blood pressure, pulse, or respiration rate, as directed by medical staff.
- Assemble and utilize equipment including catheters, tracheotomy tubes and oxygen supplies.
- Observe or examine patients to detect symptoms that may require medical attention, such as bruises or open wounds as well as document and report observations of patient behavior, complaints, or physical symptoms to nursing staff.

Home Instead Senior Care
Nursing Assistant

Olympia, WA
April 2017 to Present

- Provide physical support to assist patients in performing daily living activities such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising.
- Review patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.
- Transport specimens, laboratory items, or pharmacy items, ensuring proper documentation and delivery to authorized personnel.

WORK EXPERIENCE

Old Navy
Sales Associate

Olympia, WA
March 2013 to August 2016

COMMUNITY ENGAGEMENT

- **The Humane Society for Tacoma & Pierce County**, Volunteer, 2014-2017

RESUME EXAMPLE TWO

Jane Doe

2011 Mottman Road SW | Olympia, WA 98512 | 360-596-5567 | jane.doe@spscc.edu

OBJECTIVE

Seeking a Criminal Justice internship utilizing my educational background, leadership experience, and problem solving skills.

EDUCATION

South Puget Sound Community College
Associate in Arts, Criminal Justice

Olympia, WA
June 2018

SUMMARY OF SKILLS

- Broad understanding of criminal law and the criminal justice system.
- Bi-lingual with articulate fluency in English and Spanish.
- An analytical thinker who demonstrates strong problem assessment and resolution skills.
- A strong communicator who is adept in report writing and presentations.
- Remains focused in high pressure situations and demonstrates flexibility and adaptability in changing work conditions.
- Exemplifies excellent leadership skills through campus and community involvement.

EXPERIENCE

The Center for Women and Families
Crisis Intervention Specialist

Olympia, WA
November 2017-Present

- Provide crisis intervention, safety planning, counseling, advocacy, information and referrals, and other supportive services to clients.
- Answer/screen/document and appropriately direct incoming calls; practice content expertise on community information and referrals.
- Coordinate advocate response to hospital runs and complete associated paperwork and statistics as appropriate.
- Support walk-in clients as appropriate.

Alaffia
Warehouse Worker

Olympia, WA
January 2016-Present

- Demonstrate ability to work in a high pressure environment when loading packages onto trucks.
- Exhibit excellent communication and interpersonal skills when working in a team to achieve production goals.
- Display attention-to-detail by ensuring that each package arrives at its destination on time and in good condition.

COMMUNITY ENGAGEMENT

- **Habitat for Humanity**, Volunteer, 2016-Present
- **Hands On Children's Museum**, Volunteer, 2015-2017

CAMPUS INVOLVEMENT

- **Student Senate**, Member, 2017-Present

RESUME EXAMPLE THREE

Jane Doe

2011 Mottman Road SW | Olympia, WA 98512 | 360-596-5567 | jdoe@spscc.edu

OBJECTIVE

Seeking a part-time position that uses my strong communication and interpersonal skills.

EDUCATION

South Puget Sound Community College
Associate in Arts

Olympia, WA
June 2018

SUMMARY OF SKILLS

- Communicates effectively, both verbally and in writing.
- Team player who excels in developing rapport with others.
- Strong analytical and organizational abilities.
- Motivated self-starter who exhibits excellent leadership skills.
- Proficient in using Microsoft Office, including Word, Excel, and PowerPoint.

EXPERIENCE

Safeway Deli

Line Cook/Cashier

Olympia, WA
January 2016 to Present

- Prepared a variety of foods, including beef, poultry, vegetable, and cold food items and arranged sauces and garnishes on customer plates.
- Notified Lead Cook in advance of likely shortages and assisted in ordering more products as needed.
- Assisted in taking accurate customer orders and delivering items efficiently and ensuring customer satisfaction; proven by our high customer satisfaction survey scores.
- Maintained a prepared and sanitary work area at all times.

Meijer

Cashier

Olympia, WA
January 2015 to December 2017

- Communicated effectively with customers and answered any issues they had regarding products.
- Exhibited dependability and a strong work ethic through receiving a perfect attendance award.
- Assisted team members with periodically setting up merchandising displays.

COMMUNITY ENGAGEMENT

- **Tacoma Humane Society**, Volunteer, 2015-2017
- **Olympia Timberland Library**, Volunteer, 2015-Present

HONORS AND ACTIVITIES

- **Academic Team**, Member, 2016-Present
- **Dean's List Recipient**, Spring 2018

Sample Professional References Page

WSECU Center for Career Services

- References should not be listed on your resume.
 - Include a separate page/document for professional references.
 - You will want to have 3-5 professional references available when applying for positions.
 - Make sure you ask the potential references BEFORE giving their names out as references!
 - Include your contact information on the document in the event your references get separated from your application.
 - Include the following information for each reference:
 - Name
 - Title
 - Business/Institution
 - Business Phone Number
 - Business Email Address (if they have one)
-

Jane Doe

2011 Mottman Road SW | Olympia, WA 98512 | 360-596-5567 | jdoe@spscc.edu

Professional References

Mr. John Doe
Director of Human Resources
Olympia Computers, Inc.
Olympia, WA 98512
360.555.1234
jdoe@olycomputers.com

Name:

Title:

Company/Institution:

Department:

E-mail:

Phone:

Name:

Title:

Company/Institution:

Department:

E-mail:

Phone: