

Resume Check List

The Resume Check List was developed to ensure your resume contains the essential information needed to qualify you for your desired position.

First & Last Name

Phone Number (Best # to reach you) Email

Mailing Address

Jennifer Sample
1-306-678-9999
Jennifer.Sample@gmail.com
123 Resume Lane Saskatoon SK S3R 6P8 Canada

Objective: (Brief explanation of your skills and goal)

I have a strong ability to adapt to new experiences quickly and efficiently. I am responsible and able to communicate effectively. I pay close attention to detail and am very consistent. I have excellent interpersonal skills, and am a team player. I also have a wide variety of clinical experience. I hope to utilize my skills in your multidisciplinary and fast paced organization.

Education: At a minimum include High School or equivalent. (Repeat as needed)

Educational Institution

Address (If distance, state Country)

Program Name

Start Date – Completion Date (Month, YYYY EX: September, 2011 - January, 2015)

University of Saskatchewan
501 – 121 Research Drive - Saskatoon SK S7N 1K2 Canada
Bachelor Science of Nursing
September, 2010 – June, 2014

Other Certification, Training & Licensure: (If applicable)

Certificate Obtained (YYYY)

Training (YYYY)

Licensure and License Number / Date (Month, DD, YYYY – Month, DD, YYYY)

NA

Saskatchewan Registered Nurses' Association
License #: 0012345 January 24, 2015 – December 31, 2015

Work Experience: (Repeat as needed)

Employer/ Organization

Address (Include Country)

Start Date – End Date or Present (**Month, YYYY** EX: July, 2014 - September, 2015)

Position

Duties & Responsibilities (Brief but inclusive explanation)

<p>Prince Albert Parkland – Victoria Hospital 1200 24th St W, Prince Albert SK S6V 4N9 Canada January, 2015 – Present Registered Nurse – Pediatrics</p> <ul style="list-style-type: none">• Admissions & discharges as well as discharge teachings.• Skills practiced included IV and oral medication administration, tube feedings, bottle feeds, vitals, head-to-toe assessments, reflexes, neurology assessments, staple removal, suture removal, and charting.• Provide emotional support for parents/caregivers of children.

References: (Repeat as needed)

First & Last Name

Working Relationship (EX: Manager)

Employer/ Organization

Phone Number (Best # to reach them) Email

<p>Bradley Cooper Manager - Pediatrics Prince Albert Parkland – Victoria Hospital 1-306-715-8888 Bradly.Cooper@Pprincealbertparland.com</p>
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