

# RESUME GUIDELINES FOR YOUR APRN PROGRAM APPLICATION

## Suggested Items to Include

- Heading (Name and contact information)
- Profile
  - Include examples of how you may be selected over other candidates
  - Briefly describe how you have prepared for the Nurse Practitioner role
  - Consider including qualifications or various focus areas preparing you for clinical role
- Education
  - Degree Title | School
  - Dates From – To  
It's okay to include your GPA, Honors or Awards. Feel free to summarize your coursework too.
- Licensure/ Certificates
  - RN
  - Other recognized National Certifications [CCRN, CEN, WOCN, etc.]
- Work Experience
  - Job Title | Company
  - Dates From – To
  - Describe your role, responsibilities and achievements in terms of impact or results. Be brief in your descriptions or examples.
  - Identify whether you did Physical Examinations or Administered Medications.
- Skills
  - List special skills or training acquired
  - List your strengths relevant for the role or program applying for
- Scholarly Activities/ Awards/ Achievements [Optional Category]
  - Include any Awards or Achievements you have earned or received.
  - Consider your capstone, other course paper's or projects completed.
- Professional Organizations
  - List any organizations you belong to and what role you have had.
- Volunteer Activities
  - Highlight your relevant passion or list activities displaying how you give back to your community. It's okay to include leadership roles or specific organizations here. Examples might be for Mission trips, or important extras such as languages spoken.