

Information to Provide/Include on Your Resume

Clinical and Specialty Expertise	
Current approved Board Certifications	List all current certifications
All RN experience: Domestic USA and validated foreign US-equivalent RN experience	Years Months
Prior LPN Experience	Years Months
Leadership Expertise	
Clinical Leadership Roles CN, preceptor, program manager or other	Please provide specifics (i.e., time spent in each specific role, tasks performed, improvement results data, etc.)
Administrative Roles Assistant Nurse Manager, shift supervisor, etc... (or higher)	Please provide specifics (i.e., time spent in each specific role, tasks performed, improvement results data, etc.)
Professional Recognition/Nursing Organizations	
Received nursing award at the local/district/state/national level	Please provide specifics regarding the award (documentation)
Held elected office at the local/district/state/national level	Please provide specifics regarding office held
Most Recent Performance Appraisal (<i>Not references</i>)	
Include copy of most recent performance appraisal	Send supporting document(s)
Significant and Distinguished Contributions	
Principal/Co-investigator of research study with published results	Please provide specifics – send supporting document(s)
Published article in a professional refereed journal, professional book chapter, NCLEX, or board certification test writer	Please provide specifics– send supporting document(s)
Presentation at the local/district/state/national level	Please provide specifics– send supporting document(s)
Program Development resulting in improved patient care	Please provide specifics (i.e., time spent in each specific program, tasks performed, improvement results data , etc.)
Teaching Expertise	
Taught in a BSN/MSN NLNAC, or CCNE accredited school of nursing	Please provide inclusive dates, Name and Location/Address of school
Taught in a Diploma/Associate Degree NLNAC or CCNE accredited school of nursing	Please provide inclusive dates, Name and Location/Address of school
Taught in an LPN/LVN program	Please provide inclusive dates, Name and Location/Address of school
Taught in a Nursing Assistant program	Please provide inclusive dates, Name and Location/Address of school
Significant Nursing Focused Community Contributions	
Member of State Board of Nursing, disaster relief as an RN at the local/district/state/national level	Please provide specific information