

NAME

Address
Address

Phone
Email

OBJECTIVE

A position as Certified Nursing Assistant with a hospice program, assisted living, or nursing home facility.

EDUCATION

Freshman, Weber State University, Ogden Utah, majoring in
(High School - diploma or GED) (Date)
Honors: Honor Roll, (Where) (Semesters and Year)
(Scholarships) (Date)

CERTIFICATION

CNA and CPR from (Name of training facility, and dates) Plus any other certifications or licenses.

RELEVANT COURSEWORK

Chemistry, Anatomy, Physiology, Patho, Medical Terminology, Micro, Nutrition, Psych, EMS, for instance.

SKILLS

(List skills you have learned on the job/internship/clinical experience including technical and people skills. People skills companies are looking for include: Integrity, Written/Verbal Communication, Team-building, Leadership, and Innovation. Skills In the technical area include your computer and healthcare skills. Also include any foreign languages.)

WORK EXPERIENCE

Company Name
Job Title

Location
Year - Year

Responsible for.....(duties).....

- (Accomplishment statement, use action verbs: created, built, lead the team which, and quantify if possible based on transferable skill which you will use on the new job)
- (Accomplishment statement (For example: Supervised 15 employees successfully)

Company Name
Job Title

Location
Year - Year

Responsibilities statement (Accountable for providing customer service to walk in customers.)

- (Accomplishment statement, use action verbs: created, built, lead the team which, and quantify if possible based on transferable skill which you will use on the new job)
- Accomplishment statement (For example: Handled up to 30 customer requests daily)

VOLUNTEER EXPERIENCE

This shows the employer you are a well-rounded person. Include volunteer service to (city), supervising of (#) other volunteers, etc. Always include the date of service.

INTERESTS

Golfing, Hiking, Camping, Basketball, Family Activities, Church Activities, Community Activities etc.

References Available Upon Request