**Applicant’s Name**  
123 Main Street  
Hudson, NY 12345  
(111) (555-1111)  
Jane.Applicant@email.com

Picture here

**Experience**

**Staff Assistant**  
**Hudson Hospital**, Hudson, NY  
*May 20XX – Present*

- Responsible for basic care of 20-bed unit.

- Assist nursing staff with tasks including switching IV fluids, taking patient temperatures and blood pressure.

- Preparation of rooms and equipment for patient intake.

- Volunteered to assist in restructuring the nursing and staff schedule – a complex two-week project that has received praise from hospital administration.

**Nursing Assistant**  
**Saratoga Hospital**, Saratoga Springs, NY  
*May 20XX - May 20XX*

- Responsible for patient intake and record keeping.

- Distributed appropriate medication to patients upon checkout.

- Assisted nurse practitioner with basic tasks such as taking patient’s weight, height, and temperature.

**Nursing Intern  
Saratoga Hospital**, Saratoga Springs, NY  
*Summer 20XX*

- Shadowed professional physicians during their everyday duties.

- Prepared for procedures including gathering necessary equipment and organizing patient charts.

- Kept weekly log of experience.

- Assisted with all other administrative duties assigned.

**Education**

**Hunter College**  
New York, NY  
*May 20XX*  
Bachelor of Science, Nursing

**Clara Barton High School**  
Brooklyn, NY  
Pre-nursing program  
Member, Young Professional Organization of Health Professions