

For more interviews, send unique applications! Revise and highlight your related skills and abilities with examples.

PHOENIX GREYMONT

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Safety & Privacy: When concerned, give only your cell number, a LinkedIn invitation and/or email address.

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OBJECTIVE

Position as _____ (#33330275), _____ (location), Sun Valley Care Home, _____ (department)
Summer position in _____ services requiring strengths in _____

Option: If cold calling, note the general type of work (e.g., resident care).

EDUCATION

Bachelor of Science in Nursing (BScN) 20XX-present
Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN) Program (expected Apr. 20XX)
University of Regina in affiliation with Saskatchewan Polytechnic, Regina, SK

Grade 12 Diploma 20XX
Scott Collegiate, Regina, SK

Option: Delete High School.

Scholarships & Awards

- Dean's Honours List, Faculty of Nursing, University of Regina Fall 20XX
- General Proficiency Scholarship, University of Regina 20XX

Nursing Associations & Registrations

- Canadian Nursing Students' Association (CNSA) – Member 20XX-present
- Saskatchewan Registered Nurses' Association (SRNA) – Student Member 20XX-present

Professional Development & Certificates

Other Heading: Continuing Education & Certificates

- Standard and Emergency First Aid; AED/CPR Healthcare Provider (HCP) 20XX
- Transferring, Lifting and Repositioning (TLR) 20XX

RELATED KNOWLEDGE, SKILLS & ABILITIES

Direct Care

Customize Each Resume: Analyze the job posting. Sort requirements into categories and name (headings).

- Under direction of medical practitioners, performed interventions including taking blood pressure and vital signs, and _____
- Monitored _____
- Utilized _____
- Performed pre-operative and post-operative personal care for _____
- Assisted with bathing, dressing and grooming, personal hygiene and _____
- As a volunteer, assisted with _____
- Applied the *Code of Ethics for RNs* when handling patient information
- *Related Courses:* Health Promotion with Senior Adults and Rural & Remote Populations, Introduction to Health Assessment, _____
- *Related Practice Education:* Stable Populations, Acute Care Partnerships, _____

Use keywords from the job posting to write statements about your related knowledge and skills. Include examples from your academic, volunteer and/or employment experience.

Administration & Information Management

Note selected courses and practice education.

- Accurately completed detailed written records when monitoring patient progress
- Maintained confidentiality when handling client files and requests for information
- *Computer:* Microsoft Office, (Word, Excel, PowerPoint), Internet
- *Related courses:* _____

Give statistics (e.g., Assessed 20 patients for _____)

Communication & Self-Management

- *Languages:* English, Spanish and French (intermediate)
- Adapted as needed to communicate clearly and respectfully with patients who have special needs
- Managed time to efficiently complete tasks under pressure with close attention to detail
- Commended for taking initiative and _____

RELATED EXPERIENCE

Other Headings: Work Experience, Work History, Employment History

Resident Care Assistant

20XX-present

Prairie Vista Care Home, Regina, SK

- Interact with and provide companionship to _____
- Assist residents with feeding and grooming, and _____
- Assist with recreational and social activities including _____
- Change non-sterile dressings and _____

Healthcare Aide

May-Aug., 20XX & 20XX

Comfort Care Residence, Delphine, SK

(summers)

- Provided personal care including bathing, dressing and grooming, and personal hygiene
- Assisted with lifting and turning, and transporting residents in wheelchairs and stretchers
- Assisted the Activity Coordinator with conducting therapeutic recreation programs: Sunrise Exercise, Singing Group and _____
- Adhered to standards of health and safety for residents and staff
- _____

Inclusion Program Assistant (volunteer)

May-Aug., 20XX & 20XX

Respite Services, Regina, SK

(summers)

- Assisted the Program Coordinator with organizing and conducting recreational and social activities with children and youth who have special needs (e.g., autism, Down’s syndrome, cerebral palsy)
- Performed personal care including bathing, dressing and grooming, feeding and personal hygiene
- _____

Verb Tense: Use past tense to describe duties for past jobs.

OTHER WORK EXPERIENCE

Server (part-time), Ice Cream Shack, Regina, SK

20XX-20XX

Groundskeeper (part-time), Community Garden, Regina, SK

May-Aug., 20XX-20XX

ACTIVITIES & INTERESTS

Other Heading: Associations, Interests & Activities

Associations

- Debate Club, University of Regina
- _____

Many employers review this section for more examples of the required knowledge, skills and abilities and attitudes.

20XX-present

Volunteer

- University of Regina Students’ Union Volunteer Team (URSU V-Team)
- Canvasser, Family Services, Regina, SK
- Students Against Drunk Driving (SADD), Regina, SK

20XX-present

20XX

20XX-20XX

Interests

- Softball, soccer, hiking, camping and _____
- Languages, reading, travel and _____

Option: References Attached.

References available upon request.

Should you attach a Reference List with your application? Check if the employer requires a list. Many employers request references only when considering you for an interview. Always bring copies of your Reference List to interviews.

When possible, follow up on your applications with a phone call or email. Ask to speak with someone about your application, state your interest in the position and ask if they would like your Reference List.