



Miner Nurse

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EDUCATION

Bachelor of Science in Nursing **Anticipated:** 05/20XX
The University of Texas at El Paso (UTEP) **Overall GPA:** 3.75/4.00 | **Major GPA:** 4.00/4.00

Honors

Dean's List – Fall 20XX, Spring 20XX and Fall 20XX

NCLEX Exam

Anticipated: 07/20XX

Licenses / Certifications

Basic Life Support (BLS), American Heart Association **Expires:** 08/20XX

Clinical Rotations

Las Palmas Rehabilitation Center, El Paso, TX – Fundamentals	06/20XX – 08/20XX (XX hrs)
University Medical Center, El Paso, TX – Medical Surgery	07/20XX – 05/20XX (XX hrs)
El Paso Children's Hospital, El Paso, TX – OB, Pediatrics	02/20XX – 08/20XX (XX hrs)
Sierra Medical Center East, El Paso, TX – Acute Care	06/20XX – 10/20XX (XX hrs)

EXPERIENCE

Nurse Tech

University Medical Center El Paso, TX
06/20XX – Present

- Take patient vitals and assist with in-processing for 15 patients
- Instruct patients about their home care to increase self-care during discharge
- Help 10+ patients with grooming and hygiene and report any concerns to supervisor

VOLUNTEER EXPERIENCE

Big Brothers Big Sisters of El Paso

10 hours/week El Paso, TX
07/20XX – 08/20XX

- Led a team of eight volunteers that increased contributions by \$500 from monthly community fundraisers
- Wrote and sent thank you letters to 20 donors to maintain community partnerships
- Developed a network of contacts via LinkedIn to identify potential donors

YMCA Westside Family

8 hours/week El Paso, TX
6/20XX – 08/20XX

- Coached a soccer team for children ranging from four to six years of age
- Promoted fundraising and sporting events on social media
- Provided support to outreach programs with over 200 participants

SKILLS

- Familiar Cerner System
- Proficient in MS Word, Excel and Power Point
- Familiar with social media promotion
- Working knowledge of Spanish

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the “Experience Section” on page one.

Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

Measurable Data

**Quantify when possible using:
numbers, percentages, dollar amount(s), or
time frames**

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

07/2023