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## Future Miner Nurse

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### EDUCATION

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Bachelor of Science in Nursing  
The University of Texas at El Paso (UTEP)

Anticipated: 05/20XX

Anywhere High School, El Paso, TX

Graduated: 06/20XX

GPA: 98.5/100

#### Honors & Affiliations:

Top 5% of 20XX Class

UTEP Presidential Scholarship Recipient, 06/20XX

Student National Honor Society, Member, 04/20XX

#### Certifications / Licenses

CPR/AED Certificate

Expires: 05/20XX

### RELEVANT VOLUNTEER EXPERIENCE

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University Medical Center - El Paso, TX

01/20XX – Present

- Receive trainings on HIPPA standards, safety trainings, and volunteer protocols to maintain compliance
- Execute customer service by guiding patients to their designated appointment locations
- Assist with front desk duties by answering telephones and offering information as needed
- Communicate with doctors, patients and hospital visitors with department directions and general inquiries

### OTHER VOLUNTEER EXPERIENCE

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Westside Family YMCA – El Paso, TX

06/20XX – 08/20XX

- Assisted instructor with bi-monthly CPR classes for approximately 25 participants
- Provided support on community outreach programs for over 200 participants
- Promoted social media events daily to update and encourage audience participation on upcoming sessions

Special Olympics Texas – El Paso, TX

09/20XX – 07/20XX

- Assisted the Special Olympics by guiding athletes to their designated events
- Provided snacks and refreshments to athletes after events
- Increased disability awareness by handing out pamphlets and flyers to attendees

### SKILLS

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- Bilingual: Fluent in English and Spanish
- Extensive use of MS Office Software
- Experienced in social media promotion (X, Instagram, and Facebook)

# 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	

Updated 8/23