

## Basic Resume Rules

**One formula goes like this:** Action Words + Details + Outcome= Strong Skills Statements,

**Keep it Brief:** One to two pages is just about right, unless you are a professor or a doctor.

**Focus:** Target your job search and your resume to your specific occupational goals.

### Prepare Multiple Resumes

Write one well-written resume that targets your immediate job search but be prepared to change it. Or, have another version ready that addresses the needs of other prospective employers. At least two resumes are a necessity for many people, especially those planning to pursue a new occupation.

### Provide a Visual Impact

A resume has 10 seconds to convince hiring managers and employers that you should be interviewed, so make it readable. Use white space and bullets. Use indentation.

### Check Grammar and Spelling

Double and triple check for typographical, grammatical and spelling errors and ask for another set of eyes to proofread it.

**Ensure Integrity:** Accentuate the positive, skip the negative, be honest.

### Target Your Resume

Target resumes to the level of employment, occupation or employer. Make changes to your baseline resume when you're pursuing a different occupation or you're going for a position less advanced than your former job. (This pertains in particular to workers applying for jobs that might pay less than they earned in the past.) Consider taking out information not pertinent to the job you're applying for and add in anything that illustrates the skills that the position requires.

### Make It Scan able

Today, you can create a nice resume in Microsoft Word and most employers will be able to scan it. Some job sites, including MinnesotaWorks.net, require you send your resume as an RTF file. That's easy. Once you have created your resume in Word or Google docs, or whatever word processing program you're using, open it, go to the "save as" button and save it as an RTF file under a different name. Then open the new resume and remove any lines or computer gibberish that spoils the look of the document.

### . Examples of strong skills statements:

For example, "managed," "coordinated" or "designed"

Tell employers not just about what you did at work, but how you made a positive impact on business operations, productivity on the plant floor or whatever.

Instead of saying ..."Answered telephones."

You could say ..."Responded to an average of 200 service inquiry phone calls per day in a helpful and professional manner."

Instead of saying ..."Waited tables." You could say ..."Managed and maintained eight tables, using interpersonal skills to ensure customer satisfaction through prompt, cordial service."

Instead of saying ..."Drove a truck." You could say ..."Responsible for ensuring safe and efficient delivery of goods to more than 15 vendors while driving a highly sophisticated vehicle."

## General Resume Tips

### For every resume

- Lead with the strongest statements related to the job or goal.
- Emphasize your skills.
- Keep it brief, no more than two pages
- Use 8.5 by 11 inch paper
- Correct all typographical, grammatical, and spelling errors
- Include your employment-related accomplishments
- Target your qualifications
- Clearly communicate your purpose and value to employers
- Use the best resume format to showcase your skills
- Make your resume relevant to the job
- Always include a cover letter when mailing your resume

### Things to Avoid on Your Resume

- Using abbreviations. Exceptions include middle initial and directions, such as "N" for north
- Using personal pronouns such as "I" to refer to yourself
- Mentioning wage history
- Using elaborate fonts, binders or exotic paper
- Including a photograph. (Rare exceptions include modeling)
- Making statements that you cannot prove
- Including personal information such as age, heights, weight, family status
- Highlighting religious or political affiliations, unless you're applying for a job with such an organization
- Changing the tense of verbs or using the passive voice
- Using the title "Resume" at the top
- Including references on the resume. References should be included on a separate sheet
- Including hobbies or social interests unless they contribute to your objective.
- Stapling or folding your resume
- Using the same action work more than twice.

### Resume Strategies

Once it's done, a resume is like any other product. If it sits on a shelf, no one will buy it. Promote yourself by putting your resume into circulation. Make sure it gets into the hands of: Employers recruiters E.T.C

It's no use mailing resumes if you don't take the time to try to speak to companies directly.

CNAs or Certified Nursing Assistants work in hospitals, healthcare facilities or freelance. They are responsible for providing patients and residents with personal care in order for them to be able to live an esteemed life. They work towards the well being of patients in terms of assisting with daily chores such as dressing, bathing and toileting.

A certified nursing assistant's job is not only to provide personal care. They are trained personnel who work with patients to identify their medical needs as well as personal ones. CNAs ensure that they feed patients, take and record vitals and assist them with activities inside and outside the facility.

In some facilities, CNAs are responsible for developing and implementing interactive activities for the residents. Their job's are challenging and fulfilling too as they get to work with people who rely on them completely. If you would like to work as a CNA, you might need to have a look at these resume objective statements:

#### Entry Level CNA Resume Objectives (No Experience)

- Certified Nursing Assistant position with Providence Hospital utilizing CNA training and certification, and a high degree of enthusiasm towards the well-being of residents
- Seeking a position as a Certified Nursing Assistant with Nashville Senior Citizens using well-honed skills in assisting residents to live a dignified life by helping them in all activities of daily living
- To work for the residents of Green Care as a CNA. Offering empathy, compassion and a strong desire to help the elderly to perform daily life chores in a dignified manner

#### Experienced CNA Resume Objectives

- Looking for a position of CNA with NAPA Health where experience in providing personal care to residents will be fully utilized to orchestrate exceptional patient care
- To obtain a CNA position with Sava Seniors Care providing assistance to residents with daily care using functional training and experience as a basis
- Looking for a Certified Nursing Assistant position with a reputed clinic. Bringing personal care expertise and special skills pertaining to basic nursing activities to provide a home like feel to residents

When making a resume for the position of Certified Nursing Assistant, remember that you are writing it to catch the eye of the recruiter at the very first glance. Therefore, show the qualifications, skills and abilities relevant to your work experience from the recruiter's perspective.

What transferable skills and abilities recruiters want to see in Certified Nursing Assistant Resume? Identify those skills, such as; taking temperature, pulses and respiration, blood pressures and the like. Each statement in your skills and abilities should relate to a required skill requirement for the Certified Nursing Assistant job.

Don't go for generic skills and abilities for your resume even if you have no prior experience in this field (See: CNA Resume with no experience). Be specific to your profession and highlight the skills which are relevant to your profession.

Following are some skills and qualifications statements for a Certified Nursing Assistants beginning with action verbs. These phrases are very effective for experienced as well as new grad entry level CNA's having no experience.

#### Qualifications, Skills and Abilities for Certified Nursing Assistant Resume

- In-depth knowledge of taking vital signs; temperature, blood pressure, pulses and respiration
- Adept at bathing, dressing and feeding of residents
- Highly skilled in utilizing restorative measures in resident/patient care
- Proven record of collecting accurate specimen
- Able to give compassionate care to clients and residents
- Well versed in ensuring the personal hygiene and nutrition standards of residents
- Profound ability to provide patients with oral care, hair care and nail care
- Substantial knowledge of assisting residents in transporting and ambulation
- Capable of handling bowel and bladder and recording results

- Outstanding organizational abilities demonstrated through caregiving positions
- Strong desire to serve the ill, disabled, and elderly
- Proven ability to deal tactfully with staff, residents and family members
- Demonstrated patience, tact, and a cheerful disposition
- Skilled in performing various housekeeping duties; cleaning of care areas, and stocking and disposal of linen

# Creative JOB SEARCH

## TARGETED RESUME: PROFESSIONAL IN HEALTH CARE

### First Last

111 South Street #101  
Minneapolis, Minnesota 55407  
612.821.0000

### SUMMARY

Reliable, caring Certified Nursing Assistant with over two years experience caring for elderly and vulnerable adults. Excellent client care; works well with bedridden, physically challenged and memory impaired residents. Friendly and compassionate, with excellent interpersonal communication skills. Flexible: available days, evenings, weekends and holidays. Maintains confidential information.

### LICENSES and CERTIFICATIONS

- Minnesota CNA License in good standing
- CPR certified

### QUALIFICATIONS

- Assist individuals with meals as needed
- Helps patients with personal hygiene
- Comforts and motivates patients
- Manages pericare routine and clean-up for coroner
- Complies with OSHA and HIPPA regulations
- Positive attitude
- Ensures resident rooms are neat
- Reacts quickly in emergency situations
- Excellent attendance record
- Will pass physical and TB tests
- Follows direction of nurses
- Works with minimal supervision

### ACCOMPLISHMENTS

#### Communication:

- Offered conversation and companionship to long-term care residents, establishing and maintaining positive patient relationships.
- Responded to patient calls in a timely and efficient manner. Determined need and provided for care of individuals.
- Related well with team members, residents and families.
- Provided social and emotional support; encouraged residents who felt sad or lonely.
- Observed physical and emotional changes; reported patient conditions to nurses.

# Creative JOB SEARCH

## TARGETED RESUME: PROFESSIONAL IN HEALTH CARE CONTINUED

### ACCOMPLISHMENTS continued

#### Care and Support:

- Assisted residents in the process of getting ready for the day; ensured they were comfortably on time for all meals and activities.
- Helped residents with daily hygiene including showering, oral and pericare, incontinence care, minimizing rashes, sores and soiling.
- Aided residents with dressing.
- Transferred individuals from bed to chair, bed to commode, chair to commode, using Gait Belts, Hoyer Lifts and EasyStands as needed, ensuring patient safety and comfort.
- Treated residents with respect and dignity.

#### Organizational Skills:

- Visited with and evaluated patients daily to determine which patients needed more time to prepare for the day and to respect the needs of each individual.
- Inventoried housekeeping and personal supplies of residents. Replaced or had supplies ordered as needed.

#### Activities:

- Supported and helped residents with field trips, arts and crafts, music, games and reading activities. Ensured participants arrived on time, had needed accommodations and positive experiences.
- Worked range of motion activities with patients as instructed by LPN or RN.
- Helped patients with daily living activities including walking and exercising; helped residents achieve a good quality of life.

### PROFESSIONAL EXPERIENCE

Certified Nursing Assistant Reliable Residential Care St. Paul, Minn. 2004 – 2006	Certified Nursing Assistant Lutheran Care Center That Town, Minn. 2006 – 2007	Certified Nursing Assistant MCTC Minneapolis, Minn. 2008
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### EDUCATION

High School Graduate  
Your High School  
Your City, Ill.

# CNA Resume Sample (No Experienced)

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## **Career Objective**

To serve the healthcare industry through my learned nursing skills and providing quality care for elderly patients.

## **Strengths**

- 8 months hands-on-experience as a nurse aide extern
- Familiar with disease control standards and medical terminology
- Able to assist patients in their routine activities, like brushing, bathing, feeding, etc.
- Ability to work in stressful situations.
- Knowledge of taking patient's vital signs.
- Complete understanding of record keeping and documentation retrieval.

## **Education and Certification**

Nursing Assistant Certification- year 2012

High School Diploma- year 2008

## **Certified Nurse Aide Extern**

- Provide nursing care under the direction of a Registered Nurse.
- Help patients in walking, exercising, brushing, combing, bathing and feeding.
- Measured pulse rate, temperature and other essential parameters of the patients.
- Administer medicines.
- Report the status of patient to the doctors and RN.
- Maintain an infection-free environment.

## **Volunteer Experience**

Worked as a volunteer at Mount Loreto Nursing Home just after receiving CNA certificate and provided personal care to the elderly.

## **Additional Skills**

- Time management and strong interpersonal skills.
- Multi-tasking and detail-oriented.
- Excellent command over medical terms.
- Exceptional interaction skills in Spanish and English.



# CNA Resume Sample (For Experienced)

Sara Henge

2873, 12th Avenue Road, P.O. Box-229, Billings, Montana- 59107

Contact- (406) 381-6821

henge.sara@bscg.org

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## Career Objective

Seeking a CNA position in a reputed healthcare organization where I can use my nursing skills and compassionate nature to serve the elderly.

## Key Qualifications

- 4 years of practical experience as a certified nurse aide.
- Ability to learn new nursing skills and concepts, quickly.
- Very quick in measuring vital signs of the patients.
- Good command over medical terminologies and infection prevention standards.

## Special Skills

- Proficient in MS Excel and MS Word.
- Excellent physical stamina.
- Ability to handle nursing equipments.
- Ability to prioritize and organize work.
- Outstanding skills to communicate with sufferers and their family members.

## Professional Experience

June 2010- Present

Discovery Care Center- Hamilton, Montana

Certified Nursing Assistant

- Given remedial intakes and oversee injections.
- Notify the RNs and doctors of the patient's condition.
- Promoted and defend patients' rights.
- Get essential signs, weights and specimens of the patients.
- Maintained vigorous and healthy environment for the residents.
- Provide everyday care to the sufferers.
- Maintain the zone dirt free and tidy.

April 2009- June 2010

Teton Medical Center- Choteau, Montana

Nursing Assistant

- Maintained the comfort and security of the patients.
- Provided nursing care as per nursing care procedures and policies.
- Assisted patients with dressing, bathing and grooming.
- Measured and recorded fluid output and intake of the patients.
- Maintained homelike environment for the patients.
- Performed restorative nursing with residents.
- Provided post-surgical care to the patients.

### **Education and Certification**

BS in Nursing- Missouri River Medical Center, Fort Benton, Montana- year 2009

Nursing Assistant Certification- year 2006

High School Diploma- year 2005

# Krista Ann Brown

111 South St., #101, Baltimore, MD 49706

mabrown@ymail.com

Cell: 410-000-000

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## Professional Summary

Reliable, caring **certified nursing assistant** with over two years experience caring for elderly and vulnerable adults. Excellent client care; work well with bedridden, physically challenged and memory-impaired residents. Friendly and compassionate, with excellent interpersonal communication skills. Flexible: available days, evenings, weekends and holidays. Discreet and confidential in all dealings with patients and staff.

## Licenses and Certifications

- Maryland CNA License in good standing
- CPR Certified

## Qualifications

- Comfort and motivate patients
- Assist with personal care & hygiene
- Provide assistance with meals
- Ensure residential rooms maintained
- Manage pericare routine and cleanup for coroner
- Comply with OSHA and HIPPA
- Able to pass physical and TB tests
- Excellent attendance record
- Follow direction of nurses
- Work with minimal supervision

## Accomplishments

### Communication and Interpersonal

- Offered conversation and companionship to long-term care residents, establishing and maintaining positive patient relationships.
- Responded to patient calls in a timely and efficient manner. Determined need and provided for care of individuals.
- Related well with team members, residents and families.
- Provided social and emotional support; encouraged residents who felt sad or lonely.
- Observed physical and emotional changes; reported patient conditions to nurses.

## **Accomplishments, Cont.**

### **Care and Support**

- Assisted residents in the process of getting ready for the day; ensured they were comfortably on time for all meals and activities
- Helped residents with daily hygiene including showering, oral and pericare, incontinence care, minimizing rashes, sores and soiling
- Transferred individuals from bed to chair, bed to commode, chair to commode, using Gait Belts, Hoyer Lifts and EasyStands as needed, ensuring patient safety and comfort.

### **Organizational Skills**

- Visited and evaluated patients daily to determine which patients needed more time to prepare for the day and to respect the needs of each individual.
- Inventoried housekeeping and personal supplies of residents. Replaced or had supplies ordered as needed.

### **Recreation & Physical Therapy**

- Supported residents with field trips, arts and crafts, music, games and reading activities. Ensured participants arrived on time, had needed accommodations and positive experiences.
- Worked range of motion activities with patients as instructed by LPN or RN.
- Helped patients with daily living activities including walking and exercising; helped residents achieve a good quality of life.

## **Professional Experience**

Certified nursing assistant, Reliable Senior Services, Baltimore, MD, 2009–2011.

Certified nursing assistant, Central Hospital, Baltimore, MD, 2008–2009.

Certified nursing assistant, Maryland Health Clinic, Baltimore, MD, 2007–2008.

## **Education**

Graduate, Baltimore Central High School, Baltimore, MD, 2007.

## Certified Nursing Assistant Resume Template

(987) 999-9876      **Sharlene Peter, CNA**  
14 Jeff Ave, Detroit, MI      sharlene @ email . com  
65221

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### CERTIFIED NURSING ASSISTANT Compassion....Care....Dignity

Personable and capable nursing professional with 5+ years' experience in ER, sub-acute, shock/trauma and triage units. Demonstrated ability to communicate patient's needs to the respective team. Eager to work in high-load environments. Committed to achieve the highest level of patient satisfaction.

#### CORE COMPETENCIES

- |                         |                      |                      |
|-------------------------|----------------------|----------------------|
| ✓ Compassionate Care    | ✓ Feeding            | ✓ Grooming           |
| ✓ Bathing/Dressing Help | ✓ Toileting          | ✓ Vital Signs        |
| ✓ Hygiene Standards     | ✓ Testing Assistance | ✓ Medication Support |

#### SPECIAL KNOWLEDGE

- |                         |                       |                       |
|-------------------------|-----------------------|-----------------------|
| • Safety and Monitoring | • HIPAA Regulations   | • EMR                 |
| • Medication Risks      | • Healthcare Software | • Medical Terminology |
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#### PROFESSIONAL EXPERIENCE

##### Certified Nursing Assistant – We Care – Detroit, MI | Mar 2010 – Present

- Take patients' vital signs
- Provide residents with personal-care services including medication and toileting
- Maintain patients' records and files as per the facility's standard operating procedures
- Turn and change beds
- Install and empty catheter bags
- Feed residents

#### Key Accomplishments:

- Achieved the targets of resident care plans – 2011
- Designed new strategies and timetable of duties which resulted 30% increase in overall efficiency of facility

- Organized OB/GYN department successfully – Improved patient’s positive feedback by 50%

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Nursing Aide – UnitedHealth – Schaumburg, IL | Jan 2009 – Mar 2010

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- Assisted licensed nursing staff in providing direct patient care
- Helped in the environmental preservation of the nursing unit
- Cleaned and bathed patients

Key Accomplishments:

- Highly praised for effective team-work and constant delivery of exceptional care to residents
  - Trained 10 new nursing aides
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EDUCATION & CERTIFICATIONS

City School, Detroit, MI | 2006

Nurse’s Aide Program

- Completed 80 hours of extensive clinical training

Certified Nursing Assistant, Miami | 2010

First Aid and CPR | 2011

ABCX and BLS | 2012

ADDITIONAL

- Good communication skills
- Flexible work schedules
- Superb attention to detail

**Selena W. Warner**

126 Crosby Street

New York, NY 10012

Phone: (212) 345 4523

Email: selena12warner@mail.com

**Career Objective**

Looking to function as an adept certified nursing assistant with the enhancement of new skills, experience, and knowledge to deliver professional and tenderhearted care to the patients.

**Technical Skills**

- Proficiency in conducting patient monitoring and marking critical signs
- Well-informed about the medical terminologies and medical administration processes, viz., maintenance of electronic medical records, etc.
- Experienced in executing patient advocacy and support
- Sound expertise in diagnostic testing
- Extraordinary competency in supplying appropriate nursing and patient care

**Professional Experience**

Grace Nursing Home, Buffalo, NY

Certified Nursing Assistant, May 2011 to May 2013

- Assisted the residents in daily chores such as bathing, dressing, grooming, etc.
- Updating the RNs on patients' health statuses and regularly modifying the patient records
- Rendering post-operative care and performing glucose checks by demonstrating expert clinical abilities

**Achievements**

- Grant Foundation Accolade for furnishing nursing aid during the natural disaster in 2011
- Merit Award for supplying sophisticated healthcare to Buffalo Rehabilitation residents in 2012

**Education**

- BS in Nursing, Brooks University, New York, 2011
- Nursing Assistant Training, American Red Cross, New York, 2010

## Susy Cue, CNA

1234 Green Grass Road, Tree Hill, Arizona 54321 U.S.A.

Home: (414) 123-5432 Cell: (414) 321-2345 Email:

susycue@gmail.com

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### Objective

Qualified CNA looking to be a part of a team of skilled nursing caregivers which care for individuals who are in need of competent healthcare.

### Skills & Qualifications

- graduated honors student with recognized talents in performing and recording patient vitals
- optimum bedside manner skills and rapport in dealing with co-workers and patients
- demonstrated knack for learning new skills quickly and easily
- strong abilities in multi-tasking
- able to excel in a team environment
- registered and certified nursing assistant with the college of Tree Hill

### Education

Certified Nursing Assistant - Tree Hill College 2009

Certified ECG Technician - Tree Hill College 2010

Experienced in Excel, Word, PowerPoint and medical records keeping programs.

### Work History

**Tree Hill Nursing Home** 2007-2009

*Personal Support Worker*

**Green Acres Retirement Home** 2004-2007

*Personal Support Worker*

### Volunteer Work

**Tree Hill Hospital** 2008 - to present

*Volunteer Care Giver*



A Nursing Assistant Cover Letter plays a vital part in your hiring process. For that reason we have created an excellent cover letter for nursing assistant resume which will help you stand out from the rest of crowd.

In general, a nursing assistant also referred to as a home health aide, personal care assistant, certified nursing assistant, nursing aide or patient care technician. A nursing assistant is a trained professional who can work in a range of settings.

Nursing Assistants usually work straight under the management of an RN, or registered nurse. Time and again, the CNA has more straight contact with the individual patients than doctors, experts, or other nurses. This is because the CNA is accountable for direct patient care and personal needs.

### Sample Cover Letter for Nursing Assistant Resume

254 White Chapel Street  
San Diego, CA 21410

September 29, 2013

Mr. Alex Johnson  
Hospital Administrator  
San Diego City Hospital  
248 New South Street  
San Diego, CA 25563

Dear Mr. Johnson:

I am interested in applying for a Nursing Assistant position at San Diego City Hospital that I viewed on your website today. I am very interested in pursuing my interest in nursing assistance profession, specifically working with patients of different backgrounds. I am keyed up about the likelihood of being able to deliver my basic patient care skills through the position you are offering.

As you will note in the enclosed resume, I have hands-on experience as a nursing aide. I am expert in feeding patients, providing personal care and

hygiene, assisting in bathing and dressing, toileting and helping residents to use bed pan. Besides, I am also very skilled in taking blood pressure, pulse, and temperature and answering call lights quickly.

I believe these are the kinds of skills and abilities you are looking of in a Nursing Assistant, and I would like very much to meet with you to talk about this further. I will call your office after 10 days to see if an interview can be arranged. If you want to contact me in the mean time, I can be reached at [Contact #] or via email at [Email Address].

Thank you for your time and consideration. I look forward to meeting with you soon.

Sincerely,

(Signature)  
Alvina Andrew

Enc. Resume and Reference Letter

Contact information for the two staff at our Workforce Center who will help you write your resume.

You can contact them via Email with your resume and they can help you through that means of communication or you can contact them to set up an appointment.

positively  
Minnesota

Department of Employment  
and Economic Development



Kevin Honetschlager  
JOB SERVICE PROGRAM SPECIALIST  
kevin.honetschlager@state.mn.us

607 West Main Street • Marshall, MN 56258 • USA  
507-537-6236 • 1-888-GET-JOBS • Fax 507-537-6362 • TTY 507-537-6236  
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Customer Service Specialist Sr  
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e-mail: [connie.lindsay@state.mn.us](mailto:connie.lindsay@state.mn.us)

Minnesota WorkForce Center

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607 West Main Street, Marshall, MN 56258  
1-888-GET JOBS  
[www.MNWorkForceCenter.org](http://www.MNWorkForceCenter.org)

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