

Guide to CV Preparation

Jane Doe DNP, RNFA, RN

ADDRESS | CITY, STATE, ZIP | PHONE NUMBER | EMAIL

OBJECTIVE:

Comment [NH1]: The objective should be relevant for the job you are applying for. Your objective should not be more than two sentences.

EDUCATION

Comment [NH2]: Education should always be listed first on the CV. Include beginning and end dates.

September 2008- June 2012

Doctorate of Nursing Practice

Case Western Reserve University, Cleveland, Ohio

Comment [NH3]: Your most recent diploma and graduation date should be first. All subsequent diplomas should be listed with graduation dates as well.

January 2000- May 2003

Master of Arts, Adult Acute Care Nurse Practitioner

New York University, New York, NY

September 1994-May 1998

Bachelor of Science in Nursing

University Of Delaware, Newark, DE

PROFESSIONAL EXPERIENCE

June 2006 - Present

Maimonides Medical Center, Brooklyn N.Y

Adult Acute Care Nurse Practitioner

Comment [NH4]: Your most current work experience should be listed first. Include the date you started and the date you ended employment. This is important to include so the employer can see if there are any significant gaps in employment.

- Assess, diagnosis and treat various spinal pathologies including herniated disk, spinal stenosis, and scoliosis.

Comment [NH5]: Your most current place of employment and job title should be written above you job responsibilities. This is organized and easy to follow.

- Manage surgical patients both pre intra, and postoperatively. Active involvement in multiple multi-center research projects on spinal deformity.

Comment [NH6]: If you are currently employed, then your job responsibilities should start with an action verb and be written in present tense.

April 2004- June 2006

Memorial Sloan-Kettering Cancer Center, New York, N.Y.

Adult Acute Care Nurse Practitioner- Neurology, Pain, and Palliative Care services

- Assessed, diagnosed and treated plan for brain tumor, and CNS lymphoma patients in collaboration with a team of attending neurologists.
- Administered and prescribed multiple chemotherapeutic agents.
- Managed a team of Nurse Practitioners including orientation, credentialing, and implementation of multiple research protocols, scheduling, and continuing education.

Comment [NH7]: For your previous employment, action verbs should be written in the past tense.

Comment [NH8]: Bullet points for job responsibilities and duties should be informative but not long-winded. You want to focus on key aspects of your job that highlight your experience and qualifications.

May 1998- March 2004

Memorial Sloan-Kettering Cancer Center, New York, N.Y.
Clinical Nurse - Primary Care of Acute, Post-operative Thoracic Patients

- Cared for patient population including ventilated, pneumonectomy, thoracotomy, lobectomy, and chemotherapy patients.

CERTIFICATION

July 2012-Present	ONCB Certified Orthopedic Registered Nurse
July 2006-Present	RNFA – National Institute of First Assistant
April 2004-Present	BCLS Certification
July 2001-Present	NYS Registered Nurse Practitioner
July 2001-Present	ANCC Certified Adult Acute Care Nurse Practitioner
August 1996-Present	NYS Registered Nurse

Comment [NH9]: The certification section of your CV should be kept up to date. The employer should be able to easily locate and substantiate certifications when needed.

Comment [NH10]: The most current certification should be listed first. If a certification lapsed then add the date of expiration.

TEACHING

2003-2010

New York University, New York, N.Y.
Adjunct clinical professor

- Taught Physical Assessment and Pathophysiology to Registered Nurses enrolled in NYU’s Master’s program for Adult Nurse Practitioners.

Comment [NH11]: The “Teaching” section may not be relevant to every candidate, but if you are an adjunct professor this is a good section to have. You might be more marketable to employers if they see that you are not just on the clinical side.

MEMBERSHIPS

2016- Present

The Spine Foundation Coalition Communications Team

Chairperson

2015-Present

Spine 10x25 Coalition

Communications Team

2014-Present

American Academy of Orthopedic Executives

Industry Relations Committee

2013-Present

International Society of the Advancement of Spine Surgery

Education Committee

2006-Present

Nurse Practitioners of New York

2001-Present

North American Spine Society

Education Committee

Comment [NH12]: Memberships are also a good way to become more marketable to employers.

Comment [NH13]: What type of memberships would be relevant to your work experience? Do some research and get involved. This type of networking can be a great CV builder.

Comment [NH14]: If you've been appointed a title on a committee be sure to include this.

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For More Information Contact

(516) 333-5050
www.spine-search.com