

BSN APPLICATION: RESUME INSTRUCTIONS

Attach a 1-2 page resume, providing accurate information about your health care experience (paid or volunteer), community involvement/service, leadership/teaching experiences, foreign language(s) proficiency and any relevant training, licenses or certificates you may have obtained. Please limit your experiences to those which have occurred since high school. Do not use a print font size smaller than 10. The resume should be carefully organized and proofread for spelling.

The resume serves to familiarize the application reviewers with your experiences and preparations relevant to the nursing program. It is important that you describe the specific activities and responsibilities of your experiences, not just list the experiences. You want to convince the application reviewers that you have an appropriate background to begin the nursing program. **Set the resume up in a professional manner, including your name and current address, and organize it according to the categories listed below. Each category should have a header, and you should include the name, location, dates, and total hours of each experience and give a detailed description of your activities and responsibilities; you should also provide a contact name and phone number and/or email address (see paragraph below). Please note that your resume should include categories 1-4 listed below and that category 5 should be included only if you have training, certificates or licenses related to health care.**

IMPORTANT: FOR EACH ACTIVITY/EXPERIENCE YOU LIST ON YOUR RESUME, PLEASE INCLUDE A CONTACT NAME AND PHONE NUMBER AND/OR EMAIL ADDRESS (FOR EXAMPLE: SUPERVISOR, VOLUNTEER COORDINATOR, DIRECTOR, PERSON YOU REPORTED TO). For foreign language proficiency you are not required to provide contact information but should give detailed information as indicated. **FOR TRAINING, LICENSES AND CERTIFICATES RELATED TO HEALTHCARE, PLEASE INDICATE WHERE AND WHEN YOU GOT THE TRAINING AND INCLUDE LICENSE NUMBERS WHEN APPLICABLE.**

1. **Health care experience**—should focus on volunteer or paid work in any type of health care setting. (It is expected that applicants have a minimum of 100 hours of volunteer or paid health care experience in one setting for a minimum of 3 months. **Prospective applicants should note that a majority of competitive applicants have several hundred hours of healthcare experience for 9 months or more.** Be sure to include contact names and phone numbers and/or email addresses, as explained above;
2. **Community involvement/service**—in a group/community of your choice. Active participation in a group/community, such as a student or other organization, neighborhood, club, church, etc. Be sure to include contact names and phone numbers and/or email addresses as explained above;
3. **Leadership/teaching experiences**—situations where you have taken the lead, been in charge of a particular effort and/or have trained individuals or groups. Be sure to include contact names and phone numbers and/or email addresses as explained above; and
4. **Foreign (other than English) language proficiency.** Indicate on your resume any knowledge of languages other than English you have. For each language you list, indicate at what level you are able to speak, write and read the language. For example:
Speaking ability: bi-lingual, fluent, basic, very basic.
Writing ability: fluent, basic, very basic.
Reading ability: comprehension at college level, comprehension at grade school level, basic, very basic. Please also indicate how you learned the other language(s). For example: spoken at home, studied at school, when living abroad. If you studied the language indicate where, when and for how long you studied it. If you learned in some other manner, indicate for how many years you have been able to use the language.
5. **Training, licenses or certificates.** *This category is optional and should only be included if your training, licenses or certificates are related to health care.* Examples are CPR training, HIV/AIDS education, and licenses/certificates for Nursing Assistant Certified, Licensed Practical Nurse, Doula, Mental Health Counselor, etc. Please indicate where and when you got the training and include license numbers when applicable.