Resume format for nurses and healthcare support staff

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

LATHA MENDONSA
[City] | [Phone] | [Email]

CREDENTIALS
General Nursing and Midwifery diploma, Seaview School of Nursing, 2019
State nursing council registration: [Registration number and state]
Basic life support certificate, valid till [Date]

CLINICAL SKILLS
Vital signs monitoring and charting | Medication administration as per orders
Wound dressing and infection-control practices | IV line care and fluid monitoring
Patient positioning, mobility help and fall-risk checks | Handover reporting between shifts

EXPERIENCE
Staff Nurse, Medical-Surgical Ward, Beacon Hill Hospital (fictional), 2022 - present
60-bed ward, rotating day and night shifts
- Care for patients before and after surgery; keep accurate charts and flag changes to the doctor on duty.
- Teach families basic bedside care before discharge.
- Part of the ward's infection-control checklist group.
- Prepare patients' files for doctors' rounds and give a clear verbal handover to the next shift.
- Support junior staff and trainee nurses posted to the ward for short periods.

Nursing Assistant, Kumud Care Clinic (fictional), 2019 - 2022
- Supported dressings, injections under supervision and daily patient records.
- Managed the outpatient queue and helped patients and families with forms and appointments.

TRAINING
Basic life support refresher, 2025
Short course on patient communication, 2024

LANGUAGES AND AVAILABILITY
English, Hindi, Konkani | Open to rotating shifts including nights | Can join after completing notice at my current hospital