How to Write a Resume

Primary Care Coalition
Building an Inclusive Workforce Program
Funded by the U.S. Department of Labor

Why do we need a resume?

A resume tells an employer exactly what you want them to know about you, and why you would be a good fit for the position.

After you graduate with your CNA certificate, you will be looking for a job at a Montgomery County Hospital. This is the first step in your new career!

What does an employer want?

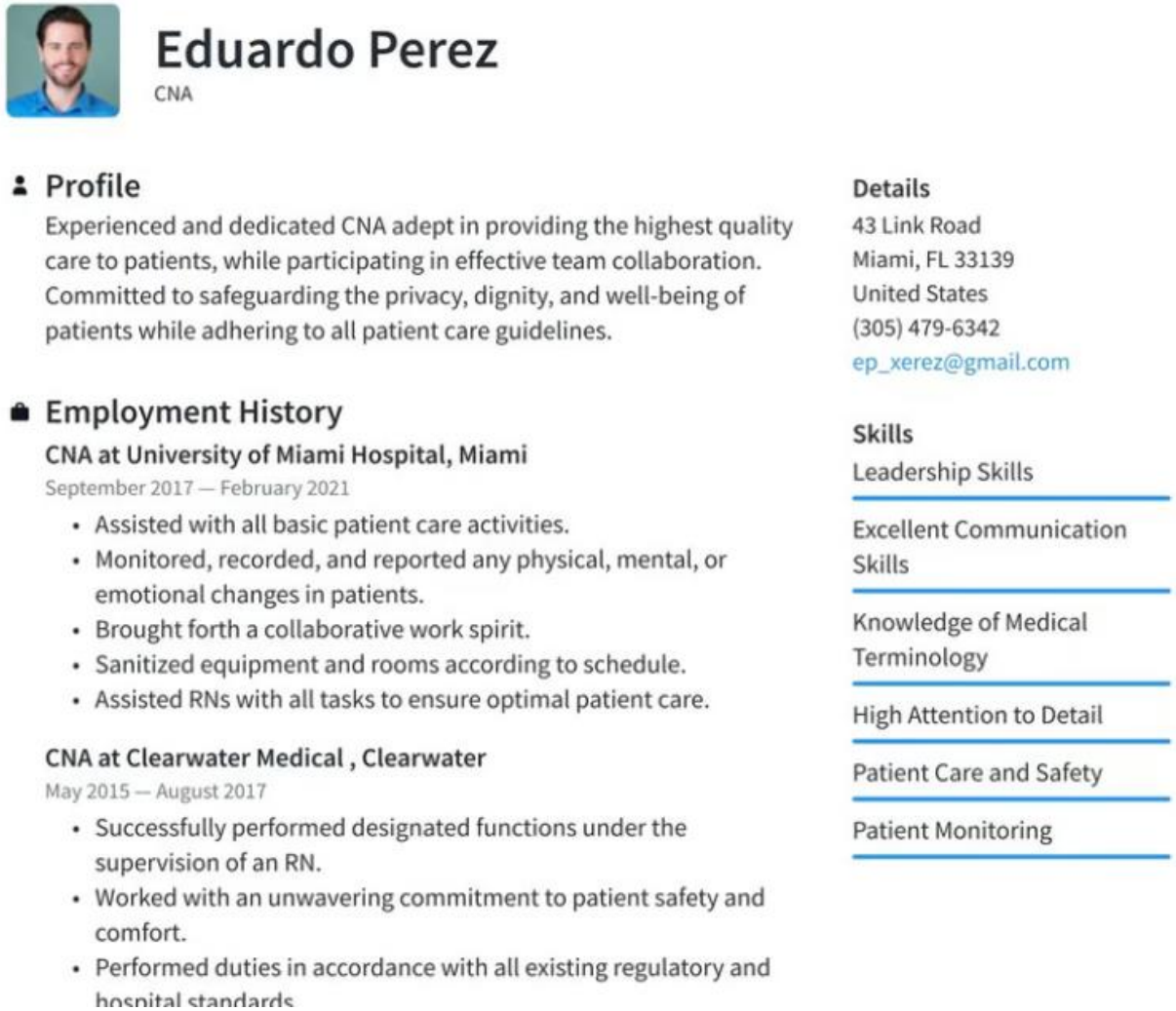
It depends on the employer, but most want these things, and your resume should show it…

- Competent
- Caring
- Reliable
- Skilled*
- Good Communicator

* More than just clinical skills; people skills and computer skills are important too!

Resume Building Tips

- Short 1-2 pages
- Not too crowded
- Make it easy to read
- Know who you are sending it to
- Read job descriptions so you know what the employer is looking for
- Summarize your skills
- Templates are good!



Eduardo Perez
CNA

Profile
Experienced and dedicated CNA adept in providing the highest quality care to patients, while participating in effective team collaboration. Committed to safeguarding the privacy, dignity, and well-being of patients while adhering to all patient care guidelines.

Employment History

CNA at University of Miami Hospital, Miami
September 2017 — February 2021
- Assisted with all basic patient care activities.
- Monitored, recorded, and reported any physical, mental, or emotional changes in patients.
- Brought forth a collaborative work spirit.
- Sanitized equipment and rooms according to schedule.
- Assisted RNs with all tasks to ensure optimal patient care.

CNA at Clearwater Medical , Clearwater
May 2015 — August 2017
- Successfully performed designated functions under the supervision of an RN.
- Worked with an unwavering commitment to patient safety and comfort.
- Performed duties in accordance with all existing regulatory and hospital standards

Details
43 Link Road
Miami, FL 33139
United States
(305) 479-6342
ep_xerez@gmail.com

Skills
Leadership Skills
Excellent Communication Skills
Knowledge of Medical Terminology
High Attention to Detail
Patient Care and Safety
Patient Monitoring

Parts of a strong resume

- Contact info is clear and correct
- Profile section summarizes who you are as a person in a way that shows how you can help the employer
- The details shows you are compassionate and motivated
- Include skills like using an electronic medical record, languages
- Certificates and awards

CERTIFIED NURSING ASSISTANT

by Resume Genius

Contact

(410) 842-0002

cblack@gmail.com

11 North St., Baltimore, MD 49706

linkedin.com/in/cblack

Education

Certified Nursing Assistant Training
Heartcare Inc. / 2016

High School Diploma
Baltimore High School / 2015

Key Skills

Time Management

Documentation

OSHA & HIPAA Compliance

Organization & Prioritization

Patient Care

Certifications

CPR Certification
American Red Cross / 2019

Certified Nursing Assistant License
Maryland Board of Nursing / 2016

Profile

Reliable, caring certified nursing assistant with 6+ years of experience caring for elderly and vulnerable adults. Work well with bedridden, physically challenged, and memory-impaired residents. Friendly and compassionate, with excellent interpersonal and communication skills. Discreet and confidential in all dealings with patients and staff. Achieved a 95% satisfaction rate with patients during my last tenure.

Professional Experience

CERTIFIED NURSING ASSISTANT — **SEPT 2020 – Present**
Sunrise Senior Home – Baltimore, MD

- Assist 15+ residents each shift with daily living activities, ensuring they're on time for all meals and activities
- Provide social and emotional support to improve residents' morale
- Establish rapport with team members, residents, and families
- Help residents with daily hygiene, including showering; oral and peri care; incontinence care; and minimizing rashes, sores, and soiling
- Support residents with field trips, arts and crafts, music, games, and reading activities

CERTIFIED NURSING ASSISTANT — **JUNE 2016 – SEPT 2020**
Providence Hospital – Baltimore, MD

- Responded to 16+ patient calls per shift in a timely and efficient manner, determining need and providing care
- Observed physical and emotional changes, and reported patient conditions to nurses
- Transferred patients using Gait Belts, Hoyer Lifts, and EasyStands as needed, ensuring patient safety and comfort
- Followed LPN or RN instructions for range-of-motion activities for patients

Awards

EMPLOYEE OF THE MONTH — 20
Providence Hospital

CNA OF THE YEAR — 19
NCCDP LLC

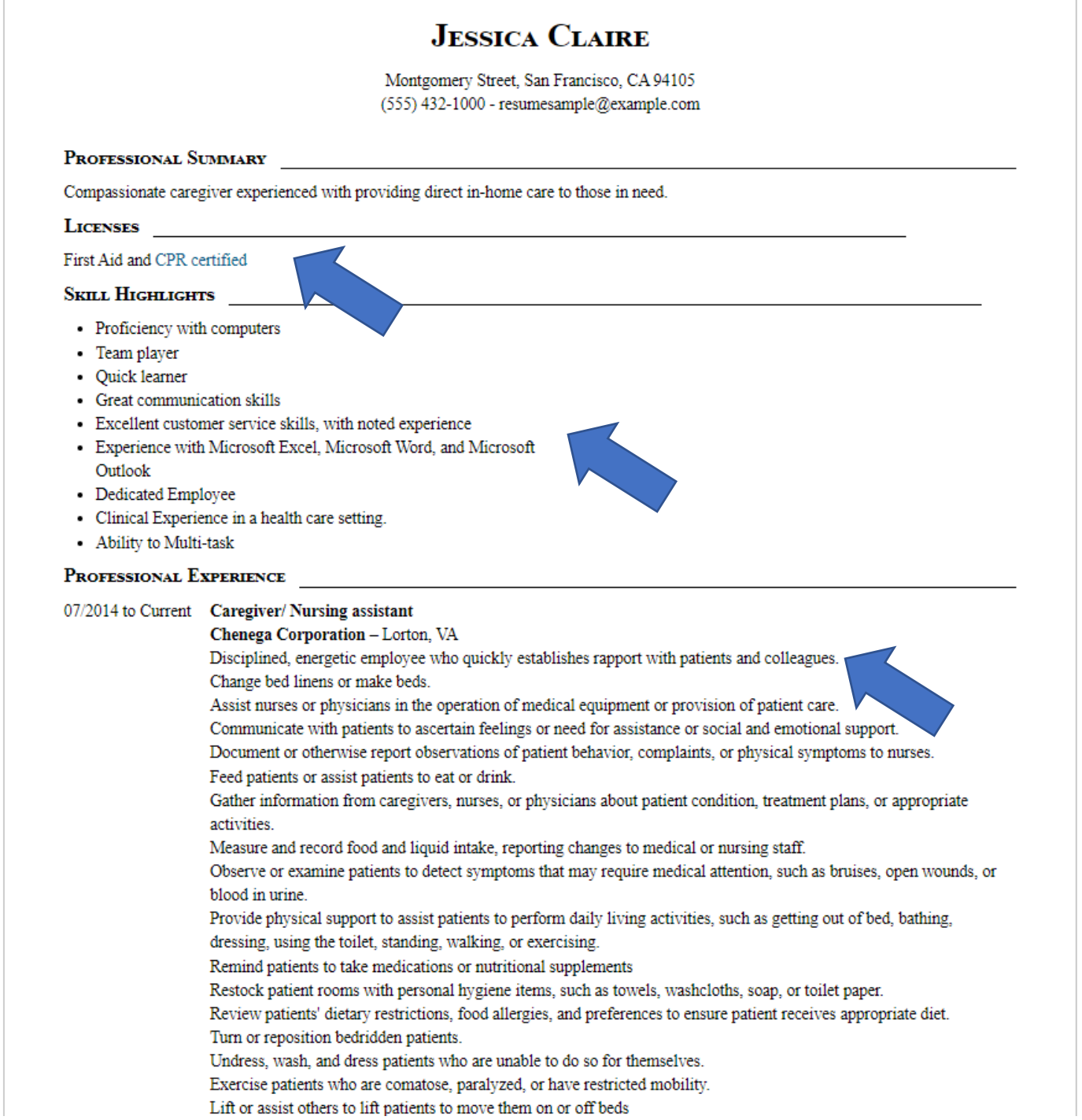
Download

Customizing your resume

Think about the job you are applying for:

- What to highlight?
- What level of detail?
- Changing careers
- Special skills, including languages and past training

A cover letter or email can be helpful as well.



JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105
(555) 432-1000 - resumesample@example.com

PROFESSIONAL SUMMARY

Compassionate caregiver experienced with providing direct in-home care to those in need.

LICENSES

First Aid and CPR certified

SKILL HIGHLIGHTS

- Proficiency with computers
- Team player
- Quick learner
- Great communication skills
- Excellent customer service skills, with noted experience
- Experience with Microsoft Excel, Microsoft Word, and Microsoft Outlook
- Dedicated Employee
- Clinical Experience in a health care setting.
- Ability to Multi-task

PROFESSIONAL EXPERIENCE

07/2014 to Current **Caregiver/ Nursing assistant**
Chenega Corporation – Lorton, VA
Disciplined, energetic employee who quickly establishes rapport with patients and colleagues.
Change bed linens or make beds.
Assist nurses or physicians in the operation of medical equipment or provision of patient care.
Communicate with patients to ascertain feelings or need for assistance or social and emotional support.
Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.
Feed patients or assist patients to eat or drink.
Gather information from caregivers, nurses, or physicians about patient condition, treatment plans, or appropriate activities.
Measure and record food and liquid intake, reporting changes to medical or nursing staff.
Observe or examine patients to detect symptoms that may require medical attention, such as bruises, open wounds, or blood in urine.
Provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising.
Remind patients to take medications or nutritional supplements
Restock patient rooms with personal hygiene items, such as towels, washcloths, soap, or toilet paper.
Review patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.
Turn or reposition bedridden patients.
Undress, wash, and dress patients who are unable to do so for themselves.
Exercise patients who are comatose, paralyzed, or have restricted mobility.
Lift or assist others to lift patients to move them on or off beds

Resume ‘don’ts’

- Make stuff up
- Undersell yourself
- Forget to include your accomplishments
- Forget to check spelling
- Make it too crowded, too long or hard to read
- Over emphasize hobbies or interests (unless relevant to the job)

Getting Started

- Write it all down:
  - Contact information
  - What you want in your next job (objective)
  - Jobs – with name of employer, dates, your title, your responsibilities
  - Education – with certificate or degree you got
  - Skills – especially those that relate to the job you want
  - Achievements

What can you add to your resume from your training experience?

- CPR Certificates
- Using computers and online learning
- Learning to work with others
- Practice with documentation
- Active participant

Resources

Use Google to find templates – Microsoft Word, online (check to make sure the template is free)

- Google YouTube videos on how to write a resume
- Ask your friends, family and supervisors for help with ideas and with proofreading