

Sample Functional Résumé

Susan Jones RPN

Street Address

City, Province, Postal Code

Phone Number

Email address

Career Objective

To obtain an RPN position in a maternal-newborn program in an environment that will allow me to utilize me X years of maternal-newborn experience and the opportunity to provide high quality nursing care to childbearing families.

Achievements

Clinical Expertise

X years of clinical nursing with post-partum patients and their families has provided the opportunity to gain competence in providing all aspects of nursing care within the RPN role. Completed the breastfeeding certification.

Leadership

Member of patient education committee and preceptor for new staff members. Assisted in development of a patient/family education centre on the medical unit.

Education

Revised patient education materials for the unit. Co-taught prenatal classes to expectant families with emphasis on Breastfeeding Your Newborn.

Work Experience

1998 – Staff Nurse Maternal-Newborn program
Hospital, City, Province

1997-1998 – Staff Nurse General Medical Unit
Hospital, City, Province

Education

2010 Diploma Registered Practical Nurse
College
City, Province

2010 Breast Feeding Certificate
College
City, Province

1997 Certificate Registered Practical Nurse
College
City, Province

Honors and Awards

2001 Peer Recognition Award for Excellence in Clinical Care

Committee Participation

1997 Member, Patient Education Committee
Community Hospital
City, Province

Professional Membership

1997 – Registered Practical Nurses Association of Ontario

Publication

2009 Breastfeeding Template for Common Breastfeeding Queries

Continuing Education and Professional Development

2010 RPNAO Annual General Meeting and Conference

2006 National Perinatal Nursing Conference

Community Participation

2010 Guest Speaker to Teenage Mothers

Riverdale High School

City, Province

Adapted from:

Donner, G., & Wheeler, M. (Eds.). (2004). *Taking control of your nursing career* (2nd ed.) Toronto: Elsevier