

Résumé Draft Format

_____	_____	
First Name	Last Name	
_____	_____	_____
House number	Street	Apt. #

City, State and Zip Code		

Telephone Number		

Email Address		

Summary

Skills

Work Experience or Volunteer Experience

_____	_____	_____	_____
Job Title	Years Employed	YYYY	to YYYY
_____	_____	_____	_____
Name of Company or Organization	City and State		
_____	_____	_____	_____
Job Title	Years Employed	YYYY	to YYYY
_____	_____	_____	_____
Name of Company or Organization	City and State		
_____	_____	_____	_____
Job Title	Years Employed	YYYY	to YYYY
_____	_____	_____	_____
Name of Company or Organization	City and State		

Education and/or Training

_____	_____	_____
Name of Diploma or Degree	Name of School	City and State
_____	_____	_____
Name of Diploma or Degree	Name of School	City and State

Awards, Achievements, and/or other Activities

**SAMPLE
BASIC RÉSUMÉ**

Jamie Garza

2101 Main Street
Lawrence, MA 01843
978.722.1234
jamiegarza@yahoo.com

Summary

Highly motivated and dedicated Certified Nursing Assistant. Works well in team setting as well as individually, known for being dependable and punctual. Trustworthy sincere individual, who during recent training program demonstrated consistent professionalism and high marks within all clinical evaluations and enjoys assisting and caring for patients.

Skills

Kind and Caring
Deliver Medication
Prepare Food
Serve Food

Feed, Bathe, Dress Patients
Move Patients Safely
Record Vital Signs
Clean Examination Rooms

Change Linens
Complete Reports
Collect Specimens
Work with Others

Work Experience

Certified Nurse Aide (CNA) 2008 – Present
ABC Nursing Home, Lawrence, MA

Volunteer Activities and Service Organization Experience

Cleaning Assistant Summer 2007, 2008, 2009
Brown House for Seniors, Methuen, MA
Awarded Brown House “Volunteer of the Year” 2008

Education and Training

Nurse Aide Certification - CNA, American Red Cross
Lawrence, MA

American Red Cross Relief Aide Training, American Red Cross
Lawrence, MA

Lawrence High School – Senior
Lawrence, MA

Will Graduate: 2010