

## Sample Resume using a Chronological Resume Format

# ALLY MUSTANG

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**PROFILE:** Bachelor of Nursing graduate with excellent academic credentials and relevant clinical experience. Compassionate, dedicated approach to patient care. Strong communication skills and ability to develop rapport with a diverse range of people. Proven team player with professional demeanor.

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## EDUCATION

### Bachelor of Science in Nursing

June 2XXX

The University of Western Ontario, London, Ontario

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## RELEVANT WORK EXPERIENCE

### Nursing Student – Clinical Placement

January – April 2XXX

*General Medicine Unit, University Hospital, London, Ontario*

- Administered medications through various routes; performed dressing changes and wound assessment; collected specimens; created descriptive and accurate verbal and written reports; used and maintained IV/NG/G-tubes
- Provided education and emotional support for clients and their families to reduce their anxieties and to build a trusting and empathetic nurse-patient relationship
- Recognized by patients and family members for kind and compassionate care; received positive evaluations from Faculty Advisor

### Nursing Student – Clinical Placement

September – December 2XXX

*London Psychiatric Hospital, London, Ontario*

- Interacted with a patient population affected by homelessness and mental illness providing compassionate nursing care and support for patients and families
  - Integrated Nueman's Systems Theory into practice, intervening with appropriate and meaningful practices to a very diverse range of patients of different ages and cultures
  - Developed a unique mental health awareness program aimed at building positive community relationships
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## OTHER EXPERIENCE

### Administrative Assistant

Summers 2XXX – 2XXX

*Ministry of Health, London, Ontario*

- Delivered administrative support to a team of ten to twelve health-care professionals allowing other team members to concentrate on their busy case loads
- Kept track of reports, processed documentation, and communicated multiple information to various team members to maintain organization and efficiency
- Trained new administrative staff on use of computer programs and record keeping and established solid office routines to quickly integrate new staff into the work environment

### Lifeguard/Instructor

Summers 2XXX – 2XXX

*Windsor Y.M.C.A., Windsor, Ontario*

- Performed rescues and basic medical procedures
- Taught groups of 5-10 children in lifesaving techniques and aquatic skills
- Earned Leaders Assistant Instructor's Award for demonstrating outstanding ability to facilitate groups