

## Sample Chronological Resume-Nursing Student

(Like many students, Mary works part-time in a job not geared toward her career objective, thus, she uses her volunteer experience and her related courses to enhance her chances at reaching her objective.)

**Mary Ann Jones**

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- OBJECTIVE:** To obtain a staff nurse position in a community hospital.
- EDUCATION** **Calhoun Community College**, Tanner, AL May 2003  
A.S. Nursing GPA: 3.75
- Huntsville High School**, Huntsville, AL May 2000  
Diploma, Graduated Valedictorian
- RELATED COURSES** Basic Pharmacology, Human Anatomy and Physiology I, Safety Issues for Clinical Practices, Family Centered Nursing
- WORK EXPERIENCE** **Wayne's Shrimp Shack**, Huntsville, AL 10/02 – Present  
*Waitress/Hostess*  
Greet customers. Make dinner reservations. Provide positive public relations for management. Ensure customer satisfaction and timeliness of service and food delivery. Train new hostesses and waitresses.
- Tots-to-Teens Center**, Neshoba, AL 09/01 – 09/02  
*Office Assistant*  
Provided administrative support for professional staff. Answered phones and referred messages to appropriate personnel. Coordinated after school and daycare activities for youth and toddlers. Scheduled appointments for the Director. Mediated conflicts during day camps.
- VOLUNTEER EXPERIENCE** **County Health Department**, Huntsville, AL 12/00 – 12/02  
*Candy Striper/Personal Aid to Head Nurse*  
Assisted nurses with presentation set-ups at local high schools and community centers. Scheduled client appointments. Greeted patients at check-in. Performed clerical tasks including filing. Comforted infant patients in distress. Aided with blood pressure screenings.
- AWARDS & ACTIVITIES** *Who's Who Among America's Community College Students*, Dean's List, Student Government Association, Nursing Club
- SKILLS** Proficient in computer office applications including WORD, Excel, Adobe, and electronic mail. Able to read blood pressure and heart rates using medical equipment. Fluent in Spanish and German.