



Chronological Resume Sample— School-to-Work Jobseeker

DEBRA JOBSEEKER, L.P.N.

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Somewhere, Minnesota 55555
(555) 555-5555

SUMMARY

Highly motivated, dependable **Licensed Practical Nurse**. Proven ability to initiate appropriate action, follow instructions and carry out tasks in an efficient manner. Proficient in patient care, medical management, coordination and emergency room techniques. Team player with effective interpersonal communication skills, and a positive, can-do attitude.

EDUCATION

Certificate: Licensed Practical Nurse Program (GPA: 3.85/4.0) 200_
Normandale Community College— Bloomtown, MN

Internship: Regions Hospital— St. Paul, MN (3 Months) 200_
Infection Control Critical Care Injections
Catheter Care Vital Signs Triage
Blood Draw Charting Intake
IV Therapy CPR Acute Care

Diploma: Richfield Senior High School— Richfield, MN 199_

RELATED VOLUNTEER EXPERIENCE

American Red Cross— Minneapolis, MN 199_ - 199_
• Provided emergency services to people in crisis.
• Assisted in providing information and services regarding food, shelter, clothing and medical provisions.

Courage Center— Golden Valley, MN 199_ - 199_
• Assisted disabled patients with daily living activities by writing letters, reading correspondence, feeding, pushing wheelchairs and shopping.

Neighborhood Involvement Program— St. Paul, MN 199_ - 199_
• Organized a block safety program for 26 households, which reduced crime in the area by 15 percent.

MEMBERSHIPS

Elected Secretary: Parent Teachers Association 199_



Resumes and Cover Letters

