

# 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* (2<sup>nd</sup> ed.) Toronto: Elsevier