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John M. Scott

If you have a BSN or above, put RN, BSN or your credentials beside your name.

111 Winding Way
Anytown, USA 11111

Home Phone: 111-1111
Fax: 111-1112

Make sure and include your area code along with your phone number

OBJECTIVE

Objective should be tailored to your specific position, but if you are also applying for a supervisory or management position within a facility, adjust your position objective appropriately

To secure a position as the Director of Surgical Services in a progressive facility.

QUALIFICATIONS

Save this for interview.
Stress your qualifications, not your belief systems here.
Rework sentences in this entire section so that they use active verbs to describe your accomplishments.

Having spent almost 18 years in the HealthCare industry's ever changing environment I believe has given me a clear vision of the direction HealthCare is taking.

One of the most important functions of management is to listen to their customers and supply them with the services and environment to complete their jobs. That is, providing good patient care. I have demonstrated this with a 10% increase in revenues over last year and an increase in percentage of personnel hours utilized, while improving patient satisfaction.

Problem solving and initiative are critical in today's industry. I recently negotiated a deal with Linvatec where we received 2 complete Orthopedic Arthroscopy setups with no capital outlay and a 45% reduction in the cost of disposables. Realizing a \$44,800 in capital savings and a \$7,000 annual savings on disposables.

Work History

Check your resume for repeating terms—use different words if possible.
Make sure your sentences express at least one complete thought..
Watch spelling.

1993-Present Assistant Director Surgical Services, Name of Facility
Responsible for all **personnel** scheduling, including development of orientation of new **personnel**. Coordinate capital and other purchases including evaluations, justifications and purchase negotiations. Acquiring special equipment as needed for specialty procedures. Maintaining the position as the first link in conflict resolution whether with physician, staff or other source. Oversee the scheduling of surgical procedures.

1991-1993 Orthopedic Charge Nurse, Name of Facility
Responsible for scrubbing and circulating procedures in the Orthopedic Specialty. Arranged and serviced **personal** and physicians on new products and procedures. Responsible for the maintenance and purchasing of all equipment and supplies related to the Orthopedic Area.

1980-1991 Factory Representative, Name of Company
National Factory Representative for an automatic door company. Responsible for maintaining outside national accounts.

1978-1980 ORT, Name of Facility
Worked as an Operating Room Technician during (Name of Facility's) first major growth phase. Responsible for the setup of the EENT and Orthopedic areas.

If your resume is more than 1 page, consider placing your name and page number at the top of each page.



John M. Scott, RN, BSN
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EDUCATION

No degree or course of study listed on this line-interviewer can't tell from looking at this what applicant studied during 1984

- BSN, Name of College or University, 1991
- Name of College, 1984
- AA Name of College 1982
- ORT Certification, Name of Program, 1978

Computer Skills

- C High skill levels in DOS and Windows based applications
- C Served as a member on Name of Facility's computer selection committee
- C

References

Available on Request