

**Resume Format for Application to the
Minnesota State Colleges and Universities DNP Consortium Program**

Name:

Education. Present the following information in reverse chronological order (most recent first):

- Institution and location
- Degree (AD, BS, BSN, MS, MSN, etc) and Major (if applicable)
- Year degree received (if applicable) or years attended (if no degree received)

Employment Experience. List in reverse chronological order previous Registered Nurse positions. For each position list the following:

- Position and dates of employment
- Responsibilities in the position summarized in a maximum of 50 words
- Committee responsibilities and dates

Academic and professional awards/honors. List in reverse chronological order professional and academic awards/honors.. For each award/honor list the following:

- Award/honor and date(s) received
- Description of the award/honor

Professional involvement. List in reverse chronological order professional organization membership(s) (not inclusive of employment committees) with any leadership responsibilities. For each organization list the following:

- Organization and dates involved/member
- Leadership responsibilities and dates (e.g., committee membership, officer)

Publications. List using APA style in reverse chronological order.

Presentations. List using the format that follows in reverse chronological order.

Author(s); Title; Presentation type – oral or poster; Conference/Group/Organization presented to; Location; Date (month and year)

Research. List (in reverse chronological order) completed (during the last five years) and on-going research projects. For each project list the following:

- Project title and date of conduct
- Role (e.g., principal investigator [PI], investigator, staff, data collector) and Project PI
- Funding source and amount (if applicable)
- Briefly indicate the overall goals of the project

Clinical Scholarship. List in reverse chronological order ongoing and completed experiences and projects that reflect your clinical scholarship inclusive of evidence-based practice projects. For each project list the following:

- Project title and date of conduct
- Role on the project
- Briefly indicate the overall goals of the project
- Identify the outcomes of the experiences/projects that are completed.

Community Service. List community service activities providing the following information:

- Description of the service
- Dates involved

(3-12-07)