

*John Smith*

123 Pelican Drive ♦ New York  
johnsmith@xyz.com

999-999-9999

*Objective:* Interested in the position of Nurse's association counselor in a reputed Medical College/ Nursing school.

*Experience:* *GPL Nursing School* *New York*  
Nurses' Association Counselor 3/3/2009 to Present

- ♦ Offered vocational, educational and professional counseling to registered professional nurses, licensed practical nurses and prospective nurse students.
- ♦ Compiled credentials and prepared biographies of counselees.
- ♦ Provided information relative to opportunities for placement and advancement, as well as, wages and hours pertaining to selected field of work.
- ♦ Assisted nurses in determining educational and vocational objectives.
- ♦ Referred qualified nurses to employers for placement.
- ♦ Assisted in establishing personnel policies relative to placement.
- ♦ Aided applicants in obtaining vocational, health and other assistance from community agencies.
- ♦ Assisted in recruitment.

*Education:* *State University of New York* *New York*  
Bachelors of Arts 2008

*References:* Available upon request