

**John Smith**  
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New York  
999-999-9999  
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**Objective:** Interested in applying for the position of an office nurse with a reputed hospital/ health center.

**Experience:** GPL Health Center New York  
**Office Nurse** 3/3/2008 to Present

- Cared for and treated patients in medical office, as directed by physician.
- Prepared patient for and assisted with examinations.
- Administered injections and medications.
- Dressed wounds and incisions.
- Interpreted physician's instructions to patients.
- Assisted with emergency and minor surgery.
- Performed related tasks as directed.
- Maintained records of vital statistics and other pertinent data of patient.
- Cleaned and sterilized instruments and equipment.
- Maintained stock of supplies.
- Conducted specified laboratory tests.
- Recorded and developed electrocardiograms.
- Acted as receptionist, performed secretarial duties and prepared monthly statements.
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**Education:** State University of New York New York  
**Bachelors Degree in Nursing** 2008

**License:** Licensed to practice in the state of New York

**References:** Available upon request