**이력서를 작성하기 전 알아 두어야 할 사항**

* 이력서는 **영문**으로 최대한 자세하게 작성하여 주세요.
* 경력/학력은 가장 **최근순**으로 작성하여 주세요.
* 회색 부분은 예로 명시해 놓은 것이기 때문에 **검정글씨**로 바꿔서 본인에 맞게 작성하여 주세요.
* Work Experience는 정규직, 비정규직, 파트타임으로 일한 모든 경력을 써주세요. 없으면 입력 칸을 지워주세요.
* Skills 적으실 때에는 **동사 과거형** 문장으로 써주세요.
* ER , Outpatient (외래)일 경우 Patient/Nurse Ratio 부분을 # cases/day (하루 환자 케이스)로 변경하여 작성해주세요.
* OR일 경우 # Beds in the Unit 부분은 # OR in the Unit으로, Patient/Nurse Ratio는 # cases/day로 변경하여 작성해주세요.
* 다 작성한 이력서는 info@pansee.co.kr로 보내주세요.
* 제목은 <이름 – 지원 지역> (예: 홍길동 – 미국 인터뷰 지원) 로 보내며, 질문이 있을 시 내용에 기재하시면 답변 드리도록 하겠습니다.

**Kildong Kim**

123 Saem-gil, Joong-gu, Seoul, South Korea 12345

+82-10-0000-0000 abc@email.com

**PROFILE**

* Registered Nurse with 5 years of clinical nursing experience
	+ Hemodialysis – 3 years and 6 months
	+ Intensive Care – 1 year
	+ Medical Surgical – 1 year and 7 months

**WORK EXPERIENCE**

**Samsung Hospital Jan YYYY – present**

City, Country

*300-bed public or private, teaching or general hospital*

**Staff nurse**

Nurse Unit: MS

# Beds in Unit: 30

Patient/Nurse Ratio: 5:1

Admission Criteria: 10 – 60 years of age. CVA, dementia, asthma, DM, COPD, Parkinson’s disease.

**Roles and Responsibilities:**

* Monitored vital signs
* Administered medication through various routes, including oral, intravenous, intramuscular, subcutaneous, enteral, and inhalation
* Measured, regulated, and monitored intravenous fluids and medication administration
* Suctioned oral, endotracheal route and tracheostomy
* Provided \_\_\_\_\_ care

**Cases Treated:**

* Gunshot wounds, fractures, burns, chronic obstructive pulmonary disease, pulmonary tuberculosis
* Cardiac cases such as myocardial infarction, hypertension, and other cardiac related diseases

**Technology Used:**

* ECG, NIBP, pulse oximeter, glucometer, electronic medical record

**St. Mary’s Hospital Feb YYYY – Mar YYYY**

Seoul, South Korea

*300-bed public or private, teaching or general hospital*

**Staff nurse**

Nurse Unit: MS

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**EDUCATION**

**ABC University Mar 2001 – Feb 2005**

Seoul, South Korea

Bachelor of Science in Nursing

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**LICENSURE & CERTIFICATES**

Registered Nurse License, New York **Oct 2019**

Registered Nurse License, South Korea **Mar 2018**

TOEFL (Score: 88 / 120) **Nov 2018**

IELTS (Score: Overall 6.5 / Speaking 7.0) **Nov 2018**

ACLS Certificate **Mar 2018 – Mar 2020**