

Start Here — Your RN Resume Kit

Everything in this download, how to use it, and the honest fine print

Thank you for your purchase. This is a complete, ATS-tested nursing resume kit built around one clean design (Meridian), with a ready-to-use example for BOTH a new-graduate nurse and an experienced nurse. Start from whichever fits you, replace the sample text with your own, and you have a recruiter-ready application set.

What's inside

- 2 complete nurse personas (new-grad and experienced) — pick one to start.
- 5 matching documents per persona: a 1-page resume, a 2-page resume, a cover letter, a references page, and a nursing portfolio.
- Every document in Microsoft Word (.docx) AND print-ready PDF.
- Every document in US Letter (8.5 x 11 in) AND A4 (210 x 297 mm).
- 6 career guides: resume writing guide, action-verb bank, bullet & phrase library, cover-letter guide with a worked example, interview-prep sheet, and an ATS cheat-sheet.
- This Start-Here guide, a License & Terms page, and a Font & Editing Notes page.

How to edit (Microsoft Word)

1. Open the .docx that matches you (new-grad or experienced) in Microsoft Word.
2. Type over the sample name, contact line, summary, and bullets with your own.
3. Keep dates aligned by using the built-in Tab key — the template uses right tab stops, not spaces, so your dates stay lined up when you edit.
4. To add or remove a bullet, put your cursor at the end of a line and press Enter, or delete the line. The layout reflows cleanly.
5. Use the 1-page version for shorter histories and the 2-page for fuller ones.
6. Save as .docx to submit online, or export/print the PDF for a clean copy.

The PDF versions are ready-to-print, selectable-text copies of each document. Edit in the Word (.docx) files; use the PDFs for printing or for postings that ask for a PDF.

Why this kit is ATS-friendly (and what that means)

An applicant-tracking system (ATS) scans your resume before a human reads it. Hospital systems (Workday, Taleo, iCIMS) are strict. These templates are built single-column with standard headings, standard fonts, real tab-stop alignment, and no text boxes, tables, or graphics in the flow — the construction that parses cleanly. The included ATS Cheat-Sheet shows how to keep YOUR edits parseable.

Fonts — nothing to install

The templates use standard system fonts (Georgia and Calibri) that already ship with Windows and Mac. Nothing to download, nothing that prints garbled. See the Font & Editing Notes page for details.

The honest fine print

- This is a digital download — nothing physical is shipped.

- Because it is an instant digital download, the purchase is non-refundable once downloaded. Please reach out through Etsy messages with any question and we'll help.
- Etsy's mobile app can't always download digital files — please download on a desktop or laptop browser if the app gives you trouble.
- These are professionally built templates and sample content, not AI-generated filler, and not legal, medical, or career-outcome advice. They are writing tools; your results depend on your own experience and job search.