

Sophia Reed

Nursing Student | First job opportunity

sophia.reed@example.com | (906) 555-0103 | Marquette, MI 49855

PROFILE

Nursing student seeking a first paid job or internship. Brings class projects, peer learning, and community volunteering in Marquette. Experienced in organizing information, explaining tasks, and following staff guidance. Ready to apply coursework and practical skills in a supported entry-level role.

EDUCATION

Northern Michigan University

August 2023 – Expected May 2027

Bachelor of Science in Nursing | GPA: 3.68 / 4.00 | Marquette, MI

- Relevant coursework: Health assessment, nursing fundamentals, evidence-based practice, population health

CLINICAL LEARNING & ACADEMIC PROJECTS

Patient Education Guide

January 2026 – April 2026

NMU coursework · Student author

- Prepared a plain-language handout for a simulated discharge scenario using course-approved evidence.
- Revised wording and layout after peer feedback and checked references with the instructor.

Simulated Care Plan

September 2025 – December 2025

NMU coursework · Team member

- Developed goals and a handover outline for a classroom case, identifying concerns requiring escalation.

COMMUNITY SERVICE & STUDENT INVOLVEMENT

Peer study volunteer

May 2026 – August 2026

Northern Michigan University | Marquette, MI

- Organized revision materials and helped classmates prepare for supervised skills practice.

SKILLS

Student practice: Supervised documentation, patient communication, structured handover

Learning: Evidence searching, simulated care planning, teamwork

Tools: Word, PowerPoint, Excel, academic library databases

VOLUNTEERING & PRACTICAL LEARNING

Peer learning volunteer

January 2026 – August 2026

Northern Michigan University | Marquette, MI

- Organized course practice materials and helped peers work through tasks using instructor guidance.
- Documented questions for follow-up and explained steps clearly during small-group practice.

Community nutrition volunteer

May 2025 – December 2025

Community Action Alger–Marquette | Marquette, MI

- Welcomed participants, prepared service materials, and followed the coordinator's instructions.
- Communicated requests respectfully and kept routine activity records for staff review.