

Nursing Skills

Use the following lists to show your technical skills on your resume and cover letter. You may have additional skills not shown on this list. List your skills in a separate Skills/Qualifications section on your resume. Highlight the most relevant skills in the middle paragraph of your cover letter. Choose and order skill statements as relevant (not in alphabetical format as below)

Sample Skills/Skill Headings

- Adult Medicine
- Community Resource Referral
- Comprehensive Primary Care
- Computerized Patient Records
- Patient Assessment
- Interdisciplinary Cross-Training
- Treatment Modalities/Techniques
- Control and Dispensing of Medicines
- Patient/Case Management
- Patient Consent/Disclosure
- Patient Education & Intervention
- Physical Therapy
- Psychology/Counseling
- Respiratory Care
- Software/Computer Skills
- Total Patient Care
- Trauma Care
- Emergency Room
- General Practice
- Geriatrics
- Pediatrics
- Intensive Care
- Internal Medicine
- Inventory Control/Requisition
- Multidisciplinary Experience
- OB/GYN
- Order/Interpret Diagnostic Studies
- Quality Improvement
- Leadership
- Communication

Sample Skill Statements

- Administer injections and medication while applying drug information to patient treatment
- Administer nursing care to ill, injured, convalescent, or disabled patients
- Administer routine lab tests and collect samples
- Adhere to infection control procedures
- Admit and discharge patients
- Advise patients on health maintenance and disease prevention or provide case management
- Analyze medical data and laboratory results
- Apply health and sanitation standards
- Apply life support procedures
- Apply and communicate technical information
- Apply and change wound dressings
- Apply clinical problem solving techniques

- Assess patient health problems and needs
- Assist in examining and treating patients
- Assist patients with hygiene, ambulation, and nutrition as needed
- Assist physicians with patient exams
- Communicate with doctors, staff, and patient families regarding patient status
- Conduct patient evaluations
- Develop and implement nursing care plans
- Document patient status; keep records and maintain files
- Draw blood
- Experience in various health care settings (hospital, home care, outpatient clinics, convalescent homes)
- Explain uses and effects of drug treatments
- Follow medical office procedures
- Hand instruments and materials to doctors
- Knowledge and use of medical terminology
- Maintain and compile medical records and charts
- Monitor all aspects of patient care, including diet and physical activity
- Observe patients, report patient condition and responses to treatment
- Obtain information from patients, customers, family, or others
- Order, interpret, and evaluate diagnostic tests to identify and assess patient's condition.
- Prepare treatment or patient rooms
- Prepare patients for exams, treatments, or tests
- Process records and maintain forms and files
- Provide medical treatments to patients
- Set up and operate patient care/medical equipment
- Take vital signs; monitor temperature, blood pressure, respiration, and pulse
- Understand the needs of a diverse patient population
- Use computers to enter, access, and retrieve data
- Use correct surgical setup and support techniques
- Use behavior modification techniques
- Use clinical sterilizing techniques
- Work independently and as a team member