BUILD A RESUME THAT GETS NOTICED

A strong resume helps employers quickly see your training, skills and experience. Use this guide to create a clear, professional resume for CNA and other healthcare support roles.

1. START WITH THE ESSENTIALS

- Contact information: Name, city and state, professional email address and phone number. Add LinkedIn only if your profile is complete and professional.
- Headline or title: Consider a simple target such as Certified Nurse Aide (CNA) or Nurse Aide.
- Professional summary: In 3-5 lines, highlight your CNA training, patient-care strengths, certifications and the value you can bring to an employer.
- Work experience: List relevant paid and unpaid experience in reverse chronological order.
- Education and training: Include your Georgia-approved Nurse Aide Training Program, graduation/completion date and relevant education.
- Certifications: Include active credentials such as CNA certification, CPR/BLS or other job-related certifications.

2. MAKE YOUR EXPERIENCE STRONGER

Don't just list duties. Show what you did, who you helped and the result. Use strong action verbs and specific details when possible.

INSTEAD OF	TRY
Helped residents with daily activities.	Assisted residents with bathing, dressing, grooming and mobility while supporting comfort, dignity and independence.

3. TAILOR IT TO THE JOB

- Read the job posting before you apply and identify the skills, qualifications and terminology the employer uses.
- Use relevant keywords naturally in your summary, skills and work experience when they accurately describe your background.
- Highlight CNA-relevant strengths such as activities of daily living (ADLs), vital signs, infection prevention, patient safety, mobility assistance, communication and teamwork when they apply to your experience.
- Focus on accomplishments and experience most relevant to the specific position rather than sending the exact same resume everywhere.

4. KEEP THE FORMAT SIMPLE

1-2 PAGES
Keep it concise. Use a second page only when your experience requires it.

CLEAR HEADINGS
Use standard labels such as Work Experience, Education and Skills.

CONSISTENCY
Keep dates, spacing, punctuation and bullet styles consistent throughout.

10-12 PT FONT
Use an easy-to-read professional font such as Calibri or Arial.

SIMPLE LAYOUT
Avoid graphics, photos, text boxes and complicated columns that may confuse applicant tracking systems.

PROOFREAD
Check spelling ,grammar, phone number, email address and employment dates before submitting.

SIMPLE CNA RESUME ORDER

1. Name + contact information
2. CNA headline or professional summary
3. Relevant skills
4. Work / clinical experience
5. Education + Nurse Aide Training Program
6. Certifications

5. FINAL CHECK BEFORE YOU APPLY

- ☐ My contact information is current and professional.
- ☐ My resume is tailored to the position I am applying for.
- ☐ I used clear action verbs and included specific accomplishments where possible.
- ☐ My CNA training, certification and relevant healthcare skills are easy to find.
- ☐ My formatting is simple, consistent and easy to scan.
- ☐ I proofread the resume and asked someone else to review it.
- ☐ I saved the file with a professional name, such as FirstName-LastName-CNA-Resume.pdf.

SOURCE:
U.S.Department of Labor, Veterans' Employment and Training Service, Resume Essentials Participant Guide (February 2026).
View the original guide