

Biographical Summary

A biographical summary should be succinct and to the point. It is a high-level description of an individual's professional accomplishments. The skeleton of a biographical summary typically includes:

1. The person's first and last name (with a middle initial if there is one) (ie, Pamela Jacobs, MHA, BSN, RN, CRNI®, OCN®)
2. Academic degrees and professional certifications
3. Current position and employer, years of experience, relevant prior roles (ie, RN for 5 years then promoted to nurse lead, unit director, etc...)
4. Notable activities/achievements in the person's field, such as leadership in a professional organization, recipient of an award (name the award), author, or speaker.

Samples

Pamela Jacobs, MHA, BSN, RN, CRNI®, OCN®, is the director of clinical education for the Norton Cancer Institute, Norton Healthcare in Louisville, Kentucky, where she has worked for more than 35 years. Experienced in critical care, she was instrumental in forming the first infusion team in the hospital. She became a member of the Infusion Nurses Society in 1990, a CRNI® in 1991, and was named CRNI® of the Year in 2006. She was a reviewer of the *Infusion Nursing Standards of Practice* (2011) and the *Infusion Therapy Standards of Practice* (2016). She currently serves as INS president for 2017-2018.

Linda L. Shanta, PhD, MSN, BS, is a clinical associate professor and the director of the Nurse Educator Track in the College of Nursing and Professional Disciplines at the University of North Dakota in Grand Forks. Her passion for life-long learning in her field led her to study a variety of disciplines, most recently on topics of empowerment, emotional intelligence, and civility. Dr. Shanta has held an array of leadership positions in nursing practice, education, and regulation. She is currently chair of the National League for Nursing's Education Accreditation Policy Committee. A prolific writer and speaker, she is also the recipient of numerous awards.