

nursing

cv notes.



nmc pin

This is only relevant for nurses and midwives, if you work for the NHS also include your current banding.

personal statement

This section should be specifically tailored to the job that you are applying for and state very clearly why you are applying for the post. Reassure the employer that you are the right candidate by giving evidence from past work experience, your examples should state how you have added value. Try to use words that imply flexibility, attention to detail, problem solving skills and respect as these are traits valued by employers.

employment history

This is your opportunity to really highlight your tasks, achievements and responsibilities at a company, an employer wants to not only know what your role involved but also how you were able to add value. For example, if you were applying for a role in a Community Nursing Team you could state - developing strong relationships with patients, families and MDT. Remember to give specific details about your responsibilities and to write in full sentences.

Your work history should be ordered in reverse chronological order with your most recent position first and then working backwards. Remember to use action words such as coordinated, created and managed as this will add impact to your CV. Don't be afraid to sound human, you're applying for a nursing position which will likely require you to be compassionate so a human touch certainly won't hurt!

education

This is a way to demonstrate any additional training, courses or study that you have undertaken which is relevant to the position that you're applying for. This doesn't have to list everything but should highlight what you think are your most impressive and relevant credentials. This is a great way to show your commitment to nursing and your interest in professional development and growth.

core skills

When selecting core skills, look at your previous roles for transferable and/or job-related skills. Transferable skills such as time or people management are sort after at any job level. Job related skills for example, administering narcotics or supervising patients' admissions and discharges are important as this shows you have previous experience and should be proficient doing certain tasks.

references

Regarding your references, you don't have to include these on your CV, if you'd like to add a section at the bottom of your CV that says, 'references available upon request'. It's a good idea however to keep your current nursing mentor in mind for a reference and to make sure your CV is no longer than two A4 sides.

contact details

Email Address:

Keep your email address simple and professional, preferably just your first and last name. Avoid nicknames or random words and numbers as it looks unprofessional.

Telephone Number:

Make sure this is an update-to-date number, preferably your mobile number rather than your house number.

Full Address and Post Code