

Continue



Good nursing resume

A CV should be a concise account or snapshot of your skills and experience, tailored carefully to the job you're going for. You might think that writing a new CV every time you go for a job will be time consuming, but this needn't be the case. Start off by creating a "Master CV," to act as a central database of all your skills, achievements and past jobs. Here you can list everything with more detail. Ideally you'll continuously update this document as you go along your career, even if you're not actively looking for work. You can include: All your strengths, qualities, nursing philosophies and/or passions/interests within nursing. A list of your previous jobs, with details of the duties, responsibilities, achievements, skills, knowledge and experience obtained within those roles A list of all of your qualifications A list of your professional training and activities, (i.e. study days, short courses, articles published, etc) Next time you have to write a tailored CV for a specific role, you can simply pick out the most relevant or most impressive elements from the Master CV as needed. Structuring your CV The structure of your CV is incredibly important, as you'll want to ensure the reader can find out what they need to know quickly and easily. If you're not sure what format to use, follow the suggested layout below. In addition, you can download our example CVs for some inspiration. Personal Summary section Start your CV with a short paragraph to open up your CV and tell your prospective employer a bit about yourself. We recommend that you aim for around 4 sentences. Don't overthink it. Ask yourself what your target employer would find relevant and useful to know about you and your experience. Always tailor your summary to the job you're going for. You may want to briefly describe your personal qualities and strengths, offer a relevant summary of your career history and experience, talk about your professional interests, and/or your career goals. Try to be as original as possible so that you stand out. Some of the most commonly used words or phrases within healthcare CVs are: Compassionate Caring Professional Hard working Excellent communication skills Works well individually and as part of a team If you use these words or phrases, you can make them sound meaningful by adding relevant context or examples and making it personal to your situation. E.g. Instead of saying 'Works well individually and as part of a team,' you could say "Confident when working individually e.g. taking charge of shifts and managing own caseload or working collaboratively within multidisciplinary teams in surgical and medical settings." Key Skills and achievements section Next, highlight 4 - 6 of your key skills and/or achievements that would be relevant to the role you're applying for. This could include clinical skills, training, knowledge, experience, competencies, interpersonal skills, notable achievements, or qualifications. You should always tailor this section carefully, thinking about what would be the most relevant, most impressive or most useful to your prospective employer. Studying the relevant job advert, job description, person specification and organisation values will give you vital clues about what the employer is looking for. Including a section like this works really well, as you're effectively using it to grab the employer's attention early on, highlighting the things that will be the most desirable to them, and therefore making yourself look like the best match. Sometimes it may be necessary to draw the employer's attention to a previous non-healthcare role, non work related achievement, or experience from a role you did a long time ago. For example, if you're applying for a clinical team leader post, and previously worked as a manager within the retail industry, this would be very relevant, so you may choose to emphasise it within this section. Employment and experience section Starting with the most recent, detail your employment history, including job title, name of employer and relevant dates. You can then include some bullet points for each to showcase your duties, responsibilities, skills, knowledge and achievements. (If you ever feel stuck, it can help you read over your old job descriptions or search for similar job descriptions ones on the internet, e.g. the NHS jobs website.) When listing your duties and responsibilities for each job, it's impossible to list everything, so again, prioritise the most relevant, useful or impressive. You should be prepared to tweak this section every time you prepare a CV for a different job to make yourself look like the best match possible. You don't have to list your entire employment history. As a general rule you may want to aim to cover the last ten years, however it depends on personal choice and the circumstances so use your judgement. If you've got a lot of experience, you might find it helpful to summarise your older jobs and experience with a sentence or short paragraph. For example,..."Prior to 2008: Held a variety of different roles within surgical, A&E and elderly medicine wards, acquiring skills such as..." If you're a nurse, and you haven't been qualified for very long, or have only had one or two jobs, you may want to include details about some of the different nursing placements you did at university, and what your dissertation was on. Education and Qualifications section Starting with the most recent, list your qualifications, including dates and the educational institute or awarding body and grades if applicable. If you have done a lesser known qualification or an international qualification, you may want to explain briefly what the qualification entailed, or list an equivalent qualification in brackets for comparison. If you're a nurse and have been qualified a while, you don't have to list all your school qualifications if you're stuck for space. Professional Training and Activities section Here you can list training, short courses, workshops, or study days you've attended, articles published, volunteering, or membership of professional organisations or networks. You don't have to list absolutely everything. Prioritise the most recent and the most relevant. You can summarise to save space if needed. E.g. "Prior to 2014, have attended over 20 study days in areas such as catheter care, venepuncture, IV therapy etc." Additional information section If you have space, write a sentence about your interests or hobbies. Don't be afraid to be original and if possible, try and avoid commonly used terms like "socialising" and, "spending time with my family." You may choose to include information about whether you speak other languages, any IT skills, details of your LinkedIn account, or anything else you think your prospective employer would be interested in knowing. You only need to include details about your driving license if you're applying for a job where it's actually needed as part of your role. (E.g. community nurse, regional manager, etc.) References If you have space, consider listing a referee or two with their contact details. If you're not going to list any referees, it's probably better to omit this section altogether to save space. Send in PDF format Unless the employer specifies otherwise, we recommend you convert your CV into PDF format when emailing it. This is to avoid any compatibility issues and preserve the original formatting of your CV. A CV should be a concise account or snapshot of your skills and experience, tailored carefully to the job you're going for. You might think that writing a new CV every time you go for a job will be time consuming, but this needn't be the case. Start off by creating a "Master CV," to act as a central database of all your skills, achievements and past jobs. Here you can list everything with more detail. Ideally you'll continuously update this document as you go along your career, even if you're not actively looking for work. You can include: All your strengths, qualities, nursing philosophies and/or passions/interests within nursing. 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