Curriculum Vitae

[Name]

Personal Details [Address] [Phone number] [Email] [Registration with NMC]

**Personal Statement**

**This section is your chance to summarise the rest of the CV, and convince the recruiter to get in touch. It is important to keep it brief, between 50-200 words and outline who you are, the skills you have to offer, and your career aim.**

I am a qualified [type of nursing e.g. adult/midwifery etc.] with extensive experience in the nursing field. I have worked in both the [private/public sector] and in [type of departments].

I would describe myself as [e.g. passionate, caring, reliable etc.] and this is reflected in my work.

I am looking for my next opportunity to be within a [type of hospital/nursing facility], where I can develop my nursing skills further, and provide real value to my patients.

**Work Experience**

**This should be brief and, as a general rule of thumb, focus on the last five years of your career, or last three roles, in chronological order with the most recent at the top. You should highlight your key achievements, and use bullet points rather than lengthy descriptions.**

E.g.

[Job Title], [Name of Hospital/Nursing Facility] [Location]

[Date M/Y- Date M/Y]

**Achievements and responsibilities:**

• Brief role overview

• Worked alongside [other staff members] to provide [type of nursing care]

• Mention any management of staff e.g. lower grade nurses of care assistants

**Education**

**This is your chance to talk about your qualifications, academic and vocational. You should give detail about what you studied, where and when, and list them in chronological order.**

E.g.

Nurse Qualification

[Nursing Degree]

[Date M/Y– Date M/Y]

Nurse Related Training Courses

[E.g. blood training]

School Qualifications

[College/School Name]

A-levels/College Course:

• [Subject] – [Grade]

• [Subject] – [Grade]

• [Subject] – [Grade]

**Hobbies and Interests**

**This section is not essential to include, but you may wish to depending on the role you are applying for. It can be a useful chance to show a little more of your personality. However, be warned this can be very subjective, ensure anything listed here reinforces your application and the idea that you’ll be the right fit for the role. If you don’t have any real relatable hobbies, it is probably best to omit this section:**

E.g.

I organise a weekly [sport] game, manage bookings, transport and help to coach the team.

Undertook a [course] in order to improve my [skill].

**References**

References are available upon request.