

Writing a successful CV

How long should a CV be?

A standard CV in the UK should ideally be no longer than two sides of A4. Some CVs may be longer depending on your experience.

Your CV is the first impression that you make to an employer you have to give the best chance of succeed by writing a CV that demonstrates why you are the perfect candidate

This curriculum vitae has been developed to assist overseas trained Nurses/Health Professionals in applying for job positions in UK or other International countries. Please ensure you keep the CV to 4-5 pages long

CURRICULAM VITAE (CV)

(CV Must be written in a professional Font with font Size of 10-12)

1. Personal Information

Title: Mr/Ms/Mrs/Dr
Surname:
Forename(s):
Home Address:
Ph Number:
Mobile:
Email:
Work Address:
Work Ph Number:
Date of birth:
Passport Number:
Passport Place of Issue and Country of Issue:
Passport Issue Date:
Passport Expiry Date:

2. Professional Memberships

Nursing Registration Details:
Nursing Registration Current Status (Date first registered and the date of Expiry):

3. English Language Assessment (IELTS Status): (Must have Academic Score of 7.0 on Individual Subjects and certificate/Score sheet must have current validity)

4. Medical Condition *(if applicable): [Please indicate if you have any existing medical condition that may influence the employment decision]*

5. Motor Vehicle License (optional): *[Please indicate if you are eligible to drive a motor vehicle]*

6. Academic History: (Most Recent First)

Subject/Course/Primary/Post Graduation Qualification:
University or Institution name:
Qualification obtained:
Grade/Level of Study:
Date and Year of Qualification:
Medium of Study (English or other languages):
University Contact Address, Phone Number and Email:

7. Recordable qualifications/courses obtained:

Course or Skills Training Name:
Date Attended:
Duration: (one day/Two Day/Three Months Course)
Provider: *(Example: Basic Life Support Course; Mentorship Course; IV Therapy; Venepuncture and Cannulation; Critical Care Course)*

8. Employment history:

*(Insert the positions you have held either in paid or unpaid employment. The list should be ordered from **most recent to least recent**. Name the position, the employing body, period of employment and a detailed description of the day to day role and cases/patients handled.*

This information is important as it allows a potential employer to understand what type of organisations you have worked in and the level of responsibilities you have held. It also allows a potential employer to understand how your work experiences relates to the UK environment.

It is up to you to provide information that clearly informs the employer of your competitive suitability for the position. Failure to competitively satisfy the work related requirements will exclude you from further consideration.

Please do not just provide list of activities/clinical skills it doesn't show what you are actually doing.]

Current and Previous Positions –

8.1 Most recent first

Start date: End date:
Reason for leaving :
Hospital name:
Bed Size:
Location:
Job Title:

Grade: Senior
Type of employment: Fulltime/Parttime
Reporting to:

Ward/Unit/Service info: Description of type/specialty, size of ward

Experience and Responsibilities in the post: *Description of day to day responsibilities and clinical skills used being specific about types of cases handled (including whether you had the supernumerary status, staff nurse, Nurse In charge or co-ordination role/Specialist Nurse Role/ Teaching and Supervision role/ Manager/ Head of the Department role etc)*

8.2 Previous Employment

Start date: End date:
Reason for leaving :
Hospital name:
Bed Size:
Location:
Job Title:
Grade: Senior
Type of employment: Fulltime/Part-time
Reporting to:

Ward/Unit/Service info:

Experience and Responsibilities in the post: *Description of day to day responsibilities and clinical skills used being specific about types of cases handled (including whether you had the supernumerary status, staff nurse, Nurse In charge or co-ordination role/Specialist Nurse Role/ Teaching and Supervision role/ Manager/ Head of the Department etc)*

9. Additional Information:

Presentations/ Publications/Forums/Awards/others

(Academic Positions: *[Insert an outline of any teaching or research that you have undertaken, as it relates to your profession. For example a university lecturer or a clinical teacher within a hospital or private practice setting.]*

Publications: *[Also include any health related publications that you have authored or co- authored, including an abstract of the publication.]*

Hobbies:)

10. Referees

1. Name:
Position Title:
Organisation:
Daytime Telephone number:
Email Address:
Relationship to you:
Postal Address:
State:
Country:

2. Name:
Position Title:
Organisation:
Daytime Telephone number:
Email Address:
Relationship to you:
Postal Address:
State:
Country:

11. Declaration: *(You must declare on your CV that the 'The Curriculum Vitae is true and correct as at (insert date)'. This declaration must be signed and dated)*

Signature:

Date:

12. Supporting Documents to send with the CV

IELTS Score Sheet

Passport Copy

Nursing Qualification

Official Transcript detailing subjects covered (Theory and Practicals) and hours of study

Post Nursing Experience: Minimum 12 Months post qualification experience in the field you are applying (e.g- Adult Nursing, Mental Health, Child Health, Midwifery etc)