Full Name

Telephone | Email | Location

Linkedin profile URL (optional)

PERSONAL SUMMARY

*Aiming for 50 - 75 words (never more than 100), write a concise personal summary that’s tailored to the role you’re going for. You could include some personal qualities, a brief overview of your career so far, talk about something you’re passionate about/interested in, and perhaps conclude with a sentence about your career objective / what you’re looking for. Always make it relevant or appealing to the specific employer who will be reading it.*

*Ask yourself what the employer would find useful to know about you, and use this section to grab their attention by looking like a good match.*

KEY SKILLS

* *Give 4 -8 bullet points of your skills nts in this section. Choose the things that are going to be the most relevant / impressive / appealing to the employer you’re giving your CV to, so that you look like the best match. Check out any Job Description, job advert or Person Specification and see what you can echo or compliment within your CV.*
* Insert
* Insert

EMPLOYMENT HISTORY AND EXPERIENCE

**Job title** date – date

**Name of employer – Business information**

* *(When detailing your duties, experience, knowledge, achievements, etc., think about the job you’re going for carefully and choose bullet points which will be the most useful, relevant or impressive to that employer/industry/sector. Try and make yourself look well suited.)*
* Bullet point 2
* Bullet point 3
* Bullet point 4

**Job title** date – date

**Name of employer – Business information**

* Bullet point 1
* Bullet point 2
* Bullet point 3
* Bullet point 4

**Job title** date – date

**Name of employer – Business information**

* Bullet point 1
* Bullet point 2
* Bullet point 3
* Bullet point 4

**(Optional) “Career break 20XX – 20XX”** *(if you had time away from your career, detail it, but only if you want to)*

* E.g. Took career break to raise family / care for relative / pursue hobbies / take some time out
* E.g. Did X work / X voluntary work / X hobbies / X project / got involved with local church / raised money for XYZ
* E.g. Kept up to date with nursing/healthcare by doing XYZ

EDUCATION

*(Starting with the most recent, list your formal qualifications. If you have lots, prioritise the most recent and relevant.)*

E.g. X Specific course (30 credits) X University mm/yy

E.g. Mentoring in Practice (PG Dip) X University mm/yy

E.g. Adult Nursing Bsc (Hons) X University X year

E.g. Qualification Institution X year

E.g. Qualification Institution X year

CONTINUING PROFESSIONAL DEVELOPMENT

E.g. Name of course Course provider mm/yy

*(If you have lots of professional activities, prioritise the most recent and the most relevant. Do not list every course you’ve ever done. Give your employer a snapshot.)*

*If you do not have any certificates or other CPD training, remove this section*

ADDITIONAL INFORMATION

*(Any information like languages, driving license, Other training)*

*References available upon request.*

**IMPORTANT - Your CV should not be more than 2 sides of A4**