

## **PERSONAL DETAILS:**

**NAME:** A N Other  
**ADDRESS:** 123 Every Street  
**COUNTRY:** United Islands  
**TELEPHONE:** +99 (0)1234 5678910  
**MOB:** 07891-1234567  
**DATE OF BIRTH:** 1<sup>st</sup> Never 1960  
**STATUS:** Married (three junior children)  
**DRIVING LICENCE:** Full (Clean)  
**PASSPORT:** UI-Itisme

Insert photo here

## **SUMMARY:**

Two or three paragraphs summarising your strengths, experience and knowledge. Brief resume' of what you are looking to do with your career.

## **QUALIFICATIONS / EDUCATION / TRAINING / LANGUAGES:**

State professional qualifications, certificates, memberships, levels, grades and proficiency in languages or IELTS standard achieved. Just put relevant ones for the job/role you are applying for. If you studied for something prestigious to enhance your career, but had to break off for maternity etc then put it in your profile. If you are registered with the NMC then put in your PIN number and date. If you had special training to use sophisticated equipment or machinery then put that in here also.

## **EXPERIENCE & RESPONSIBILITIES:**

List in reverse date order the last three or four positions you held and give a brief overview of your role and what you had to do including any breaks in career.

E.g.

### ***May 2002 to current date:***

#### **MATRON - Sleep Easy nursing home [60 Beds - 50%EMI(DP)]**

- Ensure all healthcare/medical staff are competent and satisfy CSCI and NMC requirements
- Maintain staffing levels to satisfy regulatory guidelines
- Etc.etc,etc

### ***August 1998 to May 2002:***

#### **Housewife and mother - Maternity and break in career to look after twins**

### ***January 1995 to August 1998:***

#### **SRN – Help Me Quick Hospital [800 bed, Skintshire + A&E for surrounding areas]**

- Ensure all patients receive proper medical attention and treatment as prescribed by doctors and consultants.
- Train junior nurses in use of all equipment, machines, procedures and medications
- Etc, etc,etc

## **ACHIEVEMENTS and AWARDS**

Take the time to review what you've done so far in your life and capture some of the accolades, awards and major achievements in your career.

E.g.

- As Matron at the Sleep Easy Nursing home I introduced Adaption Nurses in 2004 and have continued with the government replacement system called the ONP liaising closely with the local university having put 12 overseas nurses through the programme to-date with three more nurses studying at present.
- As SRN in 1997 I was awarded Nurse of the Year in Skintshire for developing and implementing Best Care Standards that surpassed national requirements.

## **REFERENCES:**

State two references you have from past employers or professional people that can be contacted.....*Name, position, company & address and telephone number.*

## ***Supplementary Information:***

You can say in this section what you are looking for in general terms or alternatively have a covering letter for each job you apply for and how you see your career progressing in the next five to ten years or so and what your aspirations and ambitions are in life. It's entirely up to you, so if you think there is nothing worth mentioning then fine, just take this bit out.

### **NOTE:**

**This format is to give you an idea of what should be included and can be covered in two or three pages without too much complexity. The layout also allows potential employers to see at a glance if you have what they need.**

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