

## CV Template for Healthcare Professionals

### **Your name**

**University or home address**  
**Telephone numbers (land line and mobile)**  
**Email contact**

### **Personal profile**

2 to 3 sentences explaining who you are and where you are studying. Include a few of the skills in which you have most proficiency, and also what you hope to achieve by sending out this CV.

### **Professional education and qualification**

Sept 2012 – Sept 2016	Name of University Course title
Date expected	Registered Paramedic/ODP

### **Professional skills and experience**

Include information about all your clinical placements in this section, starting with the most recent first:

May 2016 – June 2016	Surgical Unit, Any Town Hospital
<ul style="list-style-type: none"><li>• Give three or four bullet points explaining the duties and responsibilities that you had whilst on your placement.</li><li>•</li><li>•</li></ul>	
Oct 2015 - Dec 2015	Community Care Unit, Any Town PCT
<ul style="list-style-type: none"><li>• Follow the same pattern as above. Remember to highlight any points that were particularly important about each individual placement.</li><li>• <b>Use this format to explain all clinical placements if possible or at least 4 if you are running out of space.</b> Less information may be given on the first 2 placements undertaken.</li><li>• <b>The clinical placements and professional education section of your CV should take up the majority/whole of page one.</b></li></ul>	

### **General education**

Sept 2011 – June 2013	Eastern College 3 A Levels: Biology (B), Psychology (B), English (B)
Sept 2006 – June 2011	Western High School 7 GCSEs at A to C, including English, Mathematics and Double Science.

## Work experience

Nov 2013 – Present day

NHS Professionals  
Health care assistant

- Explain duties and the skills acquired in this post.
- Aim for 3 to 4 bullet points.

Sept 2010 – May 2011

Sainsbury's  
Sales assistant

- Succinct and informative points explaining duties undertaken and **relevant** skills acquired.
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## Additional training/skills

- Additional training: mention any additional courses that you have attended.
- I T: Mention packages that you use.
- Language skills?
- Full, clean driving licence.
- Student member of the Royal College of ...

## Interests

E.g. I am a member of the university netball team and regularly attend training sessions. I also enjoy swimming for relaxation, in addition to spending time with family and friends. (2-4 sentences giving an insight into your personality.)

## References

Dr A. B. Case,  
Lecturer  
University of Surrey  
Faculty of Health and Medical Sciences  
Guildford  
Surrey  
GU2 7XH

Mrs B Harriott  
Senior Sister  
Surgical Unit  
Anytown Hospital  
Anytown Road  
Any Town  
AO12 8BG

Also include telephone number and email contact if available.

**Or write 'Available on request' if you are unable to fit in the full contact details.**

## Key Points:

- Clear, concise, to the point and on two sides of A4 paper.
- Well presented.
- Check for spelling mistakes, typing errors, grammatical mistakes.