

CV Template for Nurses and Midwives

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. Also mention a few skills that you have acquired through your studies/training and finally the area of nursing or midwifery that you wish to enter and why.

Professional education and qualification

Sept 2012 – Sept 2016 Name of University
Course title

Date expected Registered Nurse/Midwife
PIN to be advised

Professional skills and experience

May 2016 – June 2016 Surgical Unit, Any Town Hospital

- Give three or four bullet points explaining the duties and responsibilities that you had whilst on your placement.
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Oct 2015 - Dec 2015 Community Care Unit, Any Town PCT

- Follow the same pattern as above. Remember to highlight any points that were particularly important about each individual placement.
- **Use this format to explain all clinical placements if possible or at least 4 if you are running out of space.** Less information may be given on the first 2 placements undertaken.
- **The clinical placements and professional education section of your CV should take up the majority/whole of page one.**

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, maths
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 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.