

**Name**

E-mail

**Home Address**

Tel number

**Term Address**

Tel Number

**Career objective**

2-3 short positive statements about yourself (add evidence to back up your points)

**Professional Qualifications**

Type of Nursing qualifications, names of educational establishments and the year obtained

Example:

Sept 03—June 2006    University of Dundee  
Degree of Bachelor of Nursing — Adult Nursing

*In the future add postgraduate or post registration qualifications and any professional activities*

**Professional Memberships**

Registration details            (Registration / PIN number )

**Education**

School, college or any details of relevant training attainments— list courses & results with dates.

**Work Experience / Employment History / Voluntary Work (you may have separate sections)**

For **each** post list the date, your job title, name of employer

Try to describe duties and responsibilities which demonstrate relevance to the job  
e.g. the patient profile & areas of patient care ;the type of procedures or equipment

**Leisure activities/Interests**

Brief details of any relevant activities undertaken at University, college or school  
AND outside of education. Include sports/ hobbies/voluntary activities with dates.

**Key Skills**—Note with evidence any particular strengths or examples of commended practice (optional section)

**Awards/Positions of Responsibility**— add details with dates (optional section)

**Other Skills** – e.g. Computing, Driving Licence or Languages

**References (x2 )**

One from the University + someone who knows your work first hand and can write knowledgeably about your patient care. Always ask permission and give them a copy of Job Description.