



Example Nursing / Midwife CV

Name

Email / Telephone Number

Address

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 2016–June 2019 University of Dundee

BSc Nursing, BSc (Hons) Nursing or MSc Nursing - add field in brackets afterwards e.g. (Adult). Note key modules, extra courses, specific areas of study/interest and projects/research.

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

(Most recent first)

Professional Memberships

Registration details (Registration / PIN number)

Education

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

(Most recent first.) Group together qualifications - no need to list all; your degree is key.

Placements/ 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. Detail your achievements rather than listing standard duties.

Additional Courses/Training

List anything additional you have achieved which you think relevant.

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.

Further Information

For further information or to see a Careers Adviser, please come to a Quick Query or book an appointment on our [CareerPortal](#). To see some examples of how this layout looks with more information added, please see our resources on [Applications, CVs and Covering Letters](#).

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