

EXAMPLE - CV / RESUME

PEGGY SUE

PERSONAL SECTION:

TITLE: Mrs

NAME: Peggy Sue

DATE OF BIRTH: 17.03.73

NATIONALITY: German

GENDER: Female

MARITAL STATUS: Married

PERMANENT ADDRESS: Street
PLZ City
Germany

MOBILE: + 49

E-MAIL: peggy.sue@recruitment.de

HEALTHCARE EDUCATION AND TRAINING:

Jan'1993 - Dec'1995 **Nursing College**
Hospital of X, Germany
Registered General Nursing, RGN

Sept' 1998 – March 1999 **Vocational training**
University of X, Germany

PROFESSIONAL REISTRATION AND MEMBERSHIPS:

- ◆ **Berufsausübungsurkunde Allgemeine Krankenpflege**
Licence General Nurse

December 1995

- ◆ **Nursing & Midwifery Council**

Reg. # 44S762E – Part 1 (RGN) - valid until May 2006

WORK EXPERIENCE:

Jan 2000 – Present **Universität Klinikum, X, Germany**

Staff Nurse – Medical

The Klinikum X is a large public multi disciplinary institution with 1200 beds and is one of the leading health care providers in XXX. It is primarily a teaching hospital and covers all areas of healthcare from prenatal to elderly care.

I work full time as an E-Grade Staff Nurse on a 30-bedded Adult Medical ward and I am responsible for the care of seven patients per shift.

TYPES OF PATIENTS:

- Pneumonia
- Hepatitis
- Diabetes
- Hypertension
- Asthma
- Angina
- Renal calculi
- Urinary tract infectious
- Bronchitis

ROLES & RESPONSIBILITIES:

- Staff nurse at a hepato biliary woud
- Admissions and discharge of patients
- Observation and vital signs
- Doctors Rounds
- Wound assessment, prevention of infection and dressing
- Maintenance of a clean and conducive environment.

TYPES OF EQUIPMENT:

- Respirators - Servo,
- Cardiac monitors
- Pulse ox meter
- Infusion pump
- Portable suction apparatus

For all nursing positions held, please incorporate into the below format:

Month/year – Month/Year

Full name of Hospital

Position Held – Specialty

Add a brief description of healthcare organisation / hospital – area serviced, type of hospital (referral/teaching/specialist or district) public/private, national and international reputation, any affiliations it has, number of beds etc.

Add a brief description of your working conditions, your position/grading, full time / part-time work (hours per week), and a brief description of the unit profile (number of beds, case mix, patient/nurse ratio and work volume).

TYPES OF PATIENTS:

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Responsibilities - in this section include a list of your daily responsibilities, any committee involvement, training/teaching responsibilities, managerial duties (how many employees do you supervise), if you are a midwife – number of deliveries per month, type of deliveries and if you rotate – into what areas and how often. If you are a theatre nurse, how many theatres in the hospital, if you scrub or circulate, and also if you have experience in recovery or anaesthetics. Complete in the below bullet format

ROLES & RESPONSIBILITIES:

-
-
-

TYPES OF EQUIPMENT:

-
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Please do not copy and paste your official job description into this section, this must be in your own words. If you have worked in different specialties in the same hospital, please list each position separately in the above format for each speciality.

CV / RESUME GUIDELINES:

Your nursing CV / resume is the most important document of your job application. This guide will take you through tips for writing a successful nursing CV and advise you on how best to structure your CV / resume. It is worth investing some time in getting a good CV to make sure you get interviewed before other candidates and secure a job faster.

Your nursing CV needs to be very detailed and include all healthcare work experience, no matter how short. Your Nursing CV must be up to date and you must give explanations for any employment gaps longer than 3 months. Your nursing CV should be typed on Adevia letterhead.

We are finding the effort that is put into creating high quality CVs really pays off in terms of getting good and quick feedback from our client hospitals and they have commented they prefer the Adevia CV format.

Cover page – must include your name, preferred specialities you want to work in, length of contract wanted, NMC status and your availability. The summary section will be completed by Adevia once you have been interviewed by a representative.

Personal Section: – include Title / Full name / Date of Birth / Nationality / Gender / Martial Status / Contact details (address (permanent / temporary), telephone no and email address).

Healthcare Education and Training:

Do not include primary or secondary education in your nursing CV. Record all healthcare related training in date order. Degrees, Diplomas and any post-graduate (specialist) courses must be noted.

Please include exact dates (months/years) when you started and finished each course. Include the name of the course obtained the name of college or university attended and the country where you obtained it. Also include any in-house courses you may have obtained, stating date and where they were obtained.

Professional Registration / Memberships:

Record the name of any Nursing Registration Authority, registration number, part of the register you may have and the expiry date. Also note any memberships to any professional organisations. Make it clear which country you are referring to. If you have a NMC Pin Card and Statement of Entry, please write down your NMC PIN number, part of the register and the Expiry date. If you have received NMC approval, please note your PRN, part of the register and status (Approved). If you have a decision letter requesting a supervised/ adaptation course, please record your PRN, part of the register, length of adaptation required and date your NMC decision letter was issued. If required to have IELTS, include your results. Please make sure the information in this section is correct.

Work Experience – start with your most recent job and work backwards:

For each position held, include the following:

- Exact dates (month/year) – start and finish dates;
- Name of the hospital – giving a brief description of hospital – type (public / private / referral / district etc) / size (no of beds), area serviced, national and international reputation, any affiliations it has etc;
- Position held (level and speciality);
- Whether full time or part time work;
- Size of the unit (no of beds / types of patients managed);
- Your responsibilities on a daily basis: you can include any managerial or teaching experience;
- Give a breakdown of dates you worked in each position or each speciality. If you rotate between units, please record this, giving a breakdown of the number of shifts/hours you rotate per month;
- Specialist equipment – any new advanced technology.