

# Preparing your resume

Below is an outline designed to make the process of creating your own CV as easy as possible.

The best CVs are brief and informative, so every word that you write MUST be well considered and actually work for you. The most detail should be included when talking about your clinical placements/ relevant work experience to the graduate nurse and midwifery program.

## Contact details

- Include your name, address, telephone number, mobile and email (preferably not a university email address, so that you can be contacted after graduation)
- Make sure your name and phone/email contacts are on each page just in case the pages get separated after being printed out in hard copy Layout
- Keep it simple! Font style should be easy to read like Times New Roman or Arial
- Use bolding for headings as this will highlight and define that particular section
- Avoid colours as these can distract from the most important thing - the content!
- Bullet points are a great way of imparting this information in an easy to read format
- Keep heading and sub-heading consistent in style and size throughout

## Clinical placements

- Outline your placement history in reverse chronological order, starting with your current or most recent placement, and working backwards
- Emphasise the skill set that you have that would be relevant to your application Work experience
- Outline your professional history in reverse chronological order, starting with your current or most recent employer, and working backwards
- Include your job title, employer and dates (month and year)
- Your listed duties/responsibilities should include details of the role performed

## Education and training

- Include the full details of your current university course, included the University name, official course title, start date and finish date, or expected finish date
- If you have more than one qualification start with your highest qualification first (i.e. if you have attended university and studied for a degree this will be the first entry in this section)

## Qualifications

- This section can cover industry courses, in-house courses or any other kind of professional training
- Many people now include such things as completed First Aid Courses etc. Professional memberships
- Enter details of any professional bodies of which you are a member References and referees
- You must include a minimum of two clinical referees
- You must include phone and a professional email address. Hotmail, Yahoo, Gmail and other commercial email accounts cannot be used to contact referees
- ALWAYS consult with a potential referee before listing their name on your CV

## Further hints and tips

- Once you have written your CV, read it through thoroughly. Then ask somebody else to read it for you
- Highlight only relevant skills, strengths and achievements and don't forget to include specific career accomplishments
- Don't list less important career details before key experience and achievements
- Keep your CV focused on your clinical placements and employment history
- ALWAYS ensure any grammar or spelling errors are corrected