

Preparing your resume

Mater EN Graduate
Program
Applications

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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 fancy/ graphically designed layouts** as this can distract from the most important thing - the content! It's fine to be different and make your CV look as professional as possible, just make sure you are not forfeiting valuable space for content as a way to make your CV 'cool'.
- **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
- Often a point of difference is to add your **key achievements** obtained from your clinical placement or work experience.

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!!!**

We look forward to receiving your application!

