

# Jane Doe

Registered Nurse

**Make sure your contact details are correct**  
**Make sure email handle is professionally appropriate**

+123-456-7890

hello@professionallyappropriate.com

123 Anywhere St., Any City

## About Me/Profile Statement

this your section to give a brief overview of your personal qualities and your professional skills.

Be specific: include your personal qualities e.g. enthusiastic/driven; your professional skillset e.g., advances clinical specialist and a brief statement of why you are perfect for the job.

**This 1-page example of CV sections and content should be elaborated to be approx.2 pages long.**

• The sections can be moved around as you see fit. These sections represent the minimum content required.

**Don't use clinical abbreviations.**

## Clinical Skills/PDL

- Non-Invasive Ventilation competent
- Central Venous Access Device Competent
- Intra Venous Cannulation
- Competent Advanced Life Support
- Competent

## Key Skills/Attributes

- **Core Skills (not clinical)**
- **personality traits that you want to highlight**
- **Transferrable qualities**
- Excellent time management skills
- Patient focused
- Adaptable
- Logical problem solver
- Advanced interpersonal skills

**These skills should be re- inforced in your letter**

## Awards

ABC Hospital  
The Nurse of the Year

## Work Experience

2019 -2024

5 years

**Registered Nurse| Unit ABC, ABC Hospital.**

- Use bullet points to detail your key responsibilities No more than half a page per
- Role
- List added extras such as quality activities
- List awards achieved

2017-2019

2 years

**Registered Nurse|Unit ABC, ABC Hospital**

- Be specific
- List any portfolio's you held
- List any compliments received
- Any specialist skills that were required
- Use examples to elevate your statements

2015-2017

2 years

**Registered Nurse|Unit ABC, ABC Hospital**

- Don't go back to roles that are older than ten years in this level of detail.
- They can be mentioned but don't require bullet points.
- A role tole and years in the role will suffice.
- You can add as asterix and state full details can be provided if required.

## Education

**This Section should be in reverse chronological order**

2022-2024

4 years

**Master of Nursing - Research- Enrolled\***

- Just one line about the university is sufficient e.g., ACU
- \*if enrolled, mark your estimated date of completion
- you can add your mark received if you wish but it is not required

2011-2014

4 years

**Post Graduate Certificate in Oncology Nursing**

One line-As Above

2009-2011

3 years

**Bachelor of Nursing**

One line-As above

**Always seek permission before listing a referee.**

## References

Name Surname

Job position, Company Name

Phone: +123-456-7890

Email :hello@reallygreatsite.com

Name Surname

Job position, Company Name

Phone: +123-456-7890

Email :hello@reallygreatsite.com