

# Get your CV and job application to the top of the pile



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# Plan for the session

## CVs

- What is a CV for?
- Anatomy of a CV
- Good practice / leave off
- The profile
- The career history

## Job Applications

- Why Job Applications?
- Practicalities
- STAR stories

## Summary

- Gathering feedback
- Questions

# What is a CV for?

- Marketing document
- Ticket to interview
- Showcase
- Confidence

## Not

- Complete history
- Silver bullet
- Static

# Anatomy of a CV

Julie Jones

Address: 23 The Lanes  
London SE1 4HG  
Email: Julie.jones@memail.com  
Mobile: +44 7973 7xxxxx

## Profile

- Skilled surgical nurse with over 4 years' experience of providing excellent nursing care to patients with a range of urological conditions, and over 10 years' as a staff nurse.
- Keeps abreast of the latest research and implements changes to care based on current best practice.
- Supervises and mentors groups of up to 10 care assistants and pre-registration students.
- Contributes to wider hospital initiatives, notably the working group on urology care pathways.
- Looking to deepen her experience in a surgical nurse role in a teaching hospital.

## Career History

**Red Hospital** April 2009 – Present  
Surgical Nurse (D grade) March 2011 – Present

- Bullet point 1
- Bullet point 2

Surgical Nurse (E Grade) April 2009 – February 2011

- Bullet point 1
- Bullet point 2

**Blue Hospital** September 1999 – March 2009  
Staff Nurse

- Bullet point 1
- Bullet point 2

## Education/Qualifications

Month Yr    Professional Qualification  
Yr - Yr    BA in Subject University of Town

Papers presented

## Personal / Interests

- [www.thisismypath.co.uk](http://www.thisismypath.co.uk)
- Bullet point 1
- Bullet point 2

- Name and contact details
- Profile
- Career History
- Education and Qualifications
- Interests (optional)
- 2 pages

# Tips

## Good practice

- Most recent role first, most detail first
- Active language, third person, tenses.
- Two line bullet points
- Specific where possible
- Achievements
- Explain gaps
- **CPD**
- F7 to spellcheck and get two proofers to review

## Leave off

- “Curriculum Vitae”
- Date of birth / age
- Marital status
- Nationality
- “References available on request”
- Non relevant info

# Profile

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- Looking to deepen her experience in a surgical nurse role in a teaching hospital.

# Staff Nurse, 24 bed surgical urology ward

- Planned, implemented and evaluated the care of a ward of 24 patients with urological conditions.
- Led the nursing team and deputised for the manager on a regular basis.
- Managed the ward's stock control system and implemented improvements in ordering.
- Organised the rotas for 20 staff.
- Wrote and ran a comprehensive induction programme for new joiners.
- Collaborated with a multi disciplinary team to devise a nutritional assessment tool.

# Job Applications – Why?

- Reduce bias
- Consistent process
- Match experience to job specification
- Reduces workload for recruiter



# Practicalities

- Read job and person specification
- Paper: photocopy and “rough”
- Online: print and review
- Note instructions: Black ink? Block capitals?
- No gaps: write “Not applicable”
- BE CONCISE



# STAR Stories




Tell me about a time when... [you introduced a new procedure onto the ward]

- **SITUATION**      context      10%
- **TASK**            what you needed to do      10%
- **ACTIVITY**        what you actually did      70%
- **RESULT**            how it ended up      10%

# Gather feedback

- People who know you in a professional context.
- If not successful: ask for specifics

# Further Resources

- Articles on STAR at [www.nursing-standard.co.uk](http://www.nursing-standard.co.uk) .
- Template CV at [www.thisismypath.co.uk](http://www.thisismypath.co.uk) under “Resources” plus a guidance document.
- Social media thingamabobs:-
  -  Like [facebook.com/pitstopbook](https://facebook.com/pitstopbook)
  -  Follow @CareerMike
  -  Visit [pitstopbook.blogspot.co.uk](http://pitstopbook.blogspot.co.uk)
- Questions?