

Welcome to your guide...

8 CV TEMPLATES FOR NHS APPLICANTS

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The following sample CVs use fictitious information, names, and contact details. Any relevance to persons, living or otherwise, is a coincidence. The templates have been created to give you an idea of how some of the best ones are constructed when applying for a role in the NHS. There is no set format for constructing a CV, and you will see that they all vary in content, design, and presentation. Your CV should be unique to you, so please feel free to edit one of the templates to suit your professional needs. Good luck.

8 CV Templates for NHS Applicants

Welcome to your new guide, which will help you to submit a winning CV for a position within the NHS or any healthcare or medical organisation. This guide will include eight templates you can modify and amend for your CV when applying for a position within the NHS or any other medical organisation. The CVs are fully editable so that you can add relevant information to you.

What is a CV?

A CV, or Curriculum Vitae, is a document many employers ask candidates to send when they apply for an organisation. The purpose of the CV is to allow the employer to assess the candidate before offering them an interview or forwarding them to the next stage of the selection process. In many cases, a CV is the first stage of the selection process and a candidate's opportunity to create a good first impression. From an employer's perspective, this allows them to sift through the CVs to save time by rejecting any candidate whose CV does not meet the required criteria.

What should a CV include?

Other than your personal information, such as name, address, telephone number, qualifications, and work experience, this should also include a personal profile that tells the employer about you.

A CV, in general, should be at most two pages. If any more than that, the assessor may lose focus and reject your application. If you think about it from an assessor's point of view and consider that they will probably be looking at numerous CVs, you should make it as short and relevant as possible. That way, you will stand out as someone they are happy to put forward to interview.

Tailor your CV

A common mistake is that candidates use the same CV for multiple jobs and applications. If you do this, you may not be successful. Why you may ask? Simply put, each position will come with a person specification and set of criteria, skills and qualities desired by the employer. So, to give yourself the best chance of success, you need to tailor your CV to match the role.

Where do I find the information to tailor my CV?

Usually, this information will be found within the job description, which will list the person specification, skills and qualities required for the role. Some organisations also include values (such as the NHS Values) which are specific to them as an organisation. These are vital and will also be applicable. Armed with the required information, your task is to populate your CV, where possible, with the desired skills, attributes, person specification details and competencies to give you the best chance of success. In a later section, we will look at what it takes to tailor your CV for a nursing position and the desired skills and attributes.

Why Join the NHS?

The NHS is a huge healthcare organisation in the UK with many roles and professions, from maintenance technicians, secretaries, administrators, nurses, surgeons and many more. All of these are required to ensure that the organisation functions smoothly, serving the patients and the population of the United Kingdom. Although the men and women of the NHS come in various guises and professions, you will find

that they all have one thing in common. All NHS staff, regardless of position, must demonstrate the organisation's six core values. These are the foundations of the NHS and the service it provides.

Most of us living in the UK have benefited from the services of the NHS and have witnessed first-hand the NHS values and the excellent work the NHS staff do to serve the community and uphold the organisation's values. NHS values are not something that can be taught. The staff of the NHS have made a conscious decision to serve the public, not because of the money they earn, but for the reward of helping others and providing a service which makes a real difference to the community. The six core values of the NHS are:

- **Working together for patients.** Patients come first in everything the NHS does. The needs of the patients must always come before your own needs and the needs of the organisation;
- **Respect and dignity.** The NHS values every person – whether patient, their families or carers, or staff – as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits;
- **Commitment to quality of care.** The NHS is committed to providing the best possible care to patients at all times. This earns the trust placed in the NHS by insisting on quality and striving to get the basics of quality of care – safety, effectiveness and patient experience right every time;
- **Compassion.** Compassion is central to the care the NHS provides, and it responds with humanity and kindness to each person's pain, distress, anxiety or needs;
- **Improving lives.** The NHS strives to improve health and well-being and people's experiences of the NHS.
- **Everyone counts.** The NHS maximises their resources for the whole community's benefit and ensures nobody is excluded, discriminated against or left behind.

Now that you are aware of the values, do you share these? If yes, is the answer, then a job within the NHS could be the right move for you to consider. As previously mentioned, if you are looking for a job with large salaries, this may not be the best role for you. That is not to say that NHS jobs are poorly paid, as you can earn an excellent salary working for the NHS. However, salary is not the main factor which attracts people to the NHS. It is the commitment to helping others and being in a role that can make a real difference and positively impact those it serves. NHS staff will always say that the job's rewards far outweigh the salary's benefits.

In the next section, we will look at the essential skills and qualities required to gain employment with the NHS successfully. You must demonstrate these on your CV because the assessors will be looking for how you match the key requirements of the NHS.

KEY SKILLS AND QUALITIES WHICH ARE REQUIRED TO WORK FOR THE NHS.

- Show exceptional levels of care. Always put the needs of the patient first.
- Show compassion and empathy when required.
- Be responsible for your actions and act with honesty and integrity.
- Prioritise your workload efficiently.
- Follow and adhere to rules, procedures, and operational practices.
- Remain calm when under pressure.
- Know when to ask for help and be supportive of colleagues.
- Be able to make effective decisions in the patient's best interest.
- Be a great communicator and have excellent listening skills when dealing with patients, families, and colleagues.

- Be able to work with people from diverse backgrounds and different departments within the organisation and external parties.
- Take responsibility for your professional development.
- Maintain your suitable levels of physical and mental fitness.
- React calmly in an emergency situation.
- Stay patient-focused and act as a positive role model for the organisation.
- Have a flexible approach and be able to work unsociable hours and weekends.
- Work alone or as part of a team.
- Be trustworthy and reliable.
- Be able to demonstrate influential skills where applicable and defuse situations that may otherwise escalate.
- Focus on accuracy and attention to detail.
- Have excellent problem-solving skills.
- Ensure patient confidentiality is observed at all times.

As you can see from the list above, the required skills and qualities are diverse, and your CV will need to include these to have any chance of progressing to the next stage.

Consider what the assessor is looking for, and then match it. When editing the CV templates, aim to include your experiences and highlight previous jobs where you have demonstrated similar skills and competencies to those required by a nurse.

8 Sample CVs

This section provides eight templates you can use and modify to suit your experiences, qualifications, and personal information. Please ensure that all information is honest, valid, and true to yourself. You may be asked to elaborate on the information in your CV during the latter stages of the selection process.

Final Advice

Finally, and we cannot stress enough how important this is, ensure that wherever possible, you match your CV to the skills and qualities required by the role and values of the organisation you are applying to, especially in the 'personal profile' and when explaining your duties for previous employments.

The samples provided include completed elements, such as the personal profile/statement, job tasks, and key achievements. These examples only show how you can include the essential skills, attributes, and values within these fields. To help you recognise these, we have highlighted in yellow the keywords you might decide to include. These are the only words you should retain from the sample CVs. Most of the information must be based on your details, specific experiences, education, and work history.

The templates included below are there for you to view as part of your preparation, and this document is not editable. There are editable copies of each of the templates included with the purchase; these are available via separate downloads.

The very last piece of advice we can give is this. Once you have completed your CV and are happy with its content, permanently save the document as a PDF before you send it. **NEVER** send a word document to an employer, as this often will change the formatting dependent on the assessor's computer, which may differ from yours. Also, any grammatical/spelling errors would be highlighted on the word document. Sending a PDF version will ensure that the CV will look consistent on any device it is viewed on, and if there are any errors, these will not be obvious at a glance.

CV Template 1

First name / Last name

Address: 1 Fiction Street, Ficshire, F17 6AA

Email: name_lastname@email.com

Phone: 09876 4747474

PERSONAL PROFILE

I am an **enthusiastic, loyal, and professional** ***** who takes **great pride in my** work and provides an exceptional level of service to my *****. Having worked in health care for several years, I fully understand that the **needs of the patients** come first. I thrive in a team environment and always use **excellent communication skills** to listen to what others say. I remain calm when under pressure and am **compassionate and empathetic** at all times. I fully understand the importance of **patient confidentiality**. I have a **friendly and caring personality**, which enables me to be **supportive of my colleagues**, and I always treat everybody as an individual. I also understand that working in health care requires **flexibility and adaptability to change**, which is vital to the organisation's success. The skills and qualities I have developed in my career and education will allow me to excel quickly in the role and make an excellent addition to the organisation as a *****.

SKILLS AND QUALITIES

- I ensure that patient's **needs are a priority**, having worked for the NHS for the last ** years.
- An advocate for **rules and procedures and** can be trusted to follow all operational processes at all times.
- **I am reliable and adaptable** to the needs of my employer.
- I often work long twelve-hour shifts covering disruption and sickness through peak times; I have always maintained **focus and concentration** to carry out my duties as a nurse **safely and successfully**.
- I enjoy **communicating with others** to fulfil their needs. I am a **great listener, compassionate and empathetic**, able to absorb all required information, and use my **influence skills** to diffuse any potential escalating problems with patients or visitors.
- I take **responsibility** for all duties and can **remain calm under pressure**, as shown in my current role at *****.
- I understand the importance of **self-development**, and I am always looking to improve my professional development, ensuring that I can provide the best service possible for my patients and employer.
- I am organised and efficient, understanding the need for prioritising workloads.
- I always act with the highest levels of **integrity, dignity, and respect**.

EMPLOYMENT

Job Title
XXXX, XXXXXXXX

(From-To)

- Provide **first-class care** to my patients, ensuring all of their needs are addressed and showing a caring and compassionate mindset at all times.
- Ensure all patient records are up to date and accurate, reporting any issues or changes to a superior.
- Perform routine procedures and administer medication, ensuring **100% accuracy** and that all **operational procedures** are followed.
- Communicate and assist colleagues when required and in emergencies as part of a ward team, **remaining calm when under pressure**.
- **Remain flexible and often willing** to change my rostered shifts to help my colleagues and the needs of the organisation.
- **Communicate** with patients' families, ensuring I am **compassionate and empathetic** whilst ensuring patient confidentiality remains.
- Create and maintain **accurate** healthcare records and reports of patients.
- **Collaborate** with other healthcare professionals to create personalised treatment plans for patients.
- Assist with the **training and development** of student nurses and nurse assistants.

Job Title

(From-To)

XXXXXX

- Tasked with feeding, bathing, and dressing patients. Communicated and listened to the patient's requests, demonstrating a caring nature at all times.
- Took patient temperature and blood pressure, providing reassurance and a calming influence when carrying out the procedures to the correct standards.
- Looked after the patient's general needs by serving meals, making beds, and keeping the room clean. This all helps the patient to maintain a positive mindset.
- Set up the correct medical equipment storage, ensuring that the hospital policies and operational procedures were consistently followed.
- Assisted colleagues as required throughout their duties and during emergencies, demonstrating the ability to remain calm under pressure at all times.
- Dealt with patient or family member complaints professionally, always remaining calm when the person was angry or upset. Showed exceptional listening skills to help formulate a plan to resolve the complaint or ensure the patient or family member could speak with the correct person to resolve the issue.

Job Title

(From-To)

XXXXXX

- Managed a small team, organised monthly rotas and delegated daily tasks.
- Worked on the customer service desk, dealing with refunds, exchanges, and customer complaints.
- Created and implemented promotional and marketing activities to generate business.
- Often worked in the cash office, balancing ledgers and reconciling banking to the correct procedure. Sound numeracy skills and attention to detail were paramount for this task.
- Assisted with Interviewing potential employees.
- Deputised for the manager occasionally, dealing with any issues escalated by the customer services team. This often required dealing with irate customers, remaining calm under pressure and making effective decisions to resolve the customer's concerns.
- Organised and led the training of new starters and ran courses for existing employees on new procedures and further training.

EDUCATION

- INPUT EDUCATION HERE
- INPUT EDUCATION HERE
- INPUT EDUCATION HERE
- INPUT EDUCATION HERE
- INPUT EDUCATION HERE

PERSONAL ACHIEVEMENTS AND HOBBIES

I have several interests and hobbies. In particular, I enjoy going on regular walks with my family dog and attending a weekly book club, which I find relaxing and helpful for my concentration levels. I am a keen history enthusiast, and my favourite era was the 1930s and 1940s.

REFERENCES

Name: INPUT HERE

Email: INPUT HERE

CV Template 2

CV of

Address: 34 Fictown street
Fictown
Fictshire
FC1TY6

Telephone: Telephone numbers go here.

Email Address: Email address goes here.

Date of Birth: D.O.B. goes here.

Marital Status: *****

Personal Statement: I am a hard-working, conscientious, and **reliable team player**, and I feel the time is right for me to apply for this ***** position with the NHS.

I have been interested in the role for a number of years, and although I have not applied prior to this, I have been honing my skills as a ***** in my previous health sector employments to give myself the best chance of success in this ***** role.

I have developed several skills which will help me become a competent member of your ***** team, such as confidentiality, showing compassion, being an **excellent communicator**, always putting the needs of the patient first and consistently delivering **exceptional** service to those I serve. I can be relied upon to work competently within a **team environment** or on my own. I make effective decisions, possess excellent **concentration skills** and can be trusted to follow **operational rules & procedures**. I am **flexible** and can **remain calm when working under pressure**.

I am also a firm believer in taking control of one's professional development and have recently gained a diploma in ***** and a certificate in *****. I believe this shows I have **focus and determination** to succeed, and I do feel that with my skills and experience, I will become an asset to your organisation and a highly efficient member of the nursing team.

Educational Qualifications: Insert your qualifications and the year obtained here.

Employment History:

Job Title – Company name goes here

- Provide high quality care to residents, always putting the needs of the resident first.
- Field day-to-day queries from residents and communicate with families of the residents.
- Communicate with colleagues on day-to-day, time-sensitive issues and assist in resolving any problems.
- Administer medication to the residents of the home, ensuring 100% accuracy and following any guidelines and procedures.
- Write detailed reports on the wellbeing of the residents on a daily basis.
- Ensure the residents' accommodations are clean at all times, following strict company policy in regard to housekeeping and cleanliness.
- Liaise and work closely with families to ensure we always provide the best level of care for their relatives.
- Assist colleagues when required, due to sickness or in the case of an emergency, demonstrating the ability to remain calm under pressure.

Date From - To

Key Achievements

- Gained multiple qualifications while working full time in my current position, which demonstrates focus, determination, and a passion for success.
- Received excellent feedback from both residents and family members, in regard to my professionalism, communication, and compassion.
- Became a mentor and trainer for new starters joining the company, due to my professionalism and efficiency and strict adherence to rules and procedures.

Job Title – Company name goes here

- Served as the first point of contact for customers, offering product support and recommendations, and dealing with complaints, sometimes under pressure and always to the highest standards, representing the organisation positively.
- Promoted the importance of following procedures when instructing users on how to use the product safely and correctly.
- Managed and worked with IT to ensure that the company's technology procedures were followed.
- Collaborated with the local council so our products were available in the local health centres.

Date From – To

- Ran workshops on how to use the product safely and to the correct procedure, to a diverse audience. Listened carefully and answered any questions from the audience

Key Achievements:

- Was awarded employee of the month on three occasions due to my performances and customer satisfaction feedback rates, based on my communication, product knowledge and if the issue was resolved.
- Took responsibility for the local council to get our products in the local leisure and health centres. This helped increase sales locally 17%
- Assisted in creating a new customer service procedure to help the customer service team provide a more efficient service to the customers.
- Undertook an NVQ in customer service in my spare time to widen my knowledge in customer service.

Further Academic Achievements and Interests

XXXXXXXXXX: Academic achievements here

XXXXXXXXXX: Academic achievements here

Travel and Tourism:

References:

Provide names, addresses, and contacts for references here.

Template 3

Name Goes Here

34 Fictown Street, Fictown, Fictshire. FT11TW

Email: Insert here **Mobile:** Insert here

Personal Statement

I am a highly **organised** and **adaptable** individual with a great passion for becoming a ***** with your organisation. My strengths lie not only in my excellent communication skills and ability to **remain focused for long periods of time**. I can also stay **calm under pressure** and possess exceptional **care and compassion skills**. I enjoy taking opportunities to learn new and interesting skills. Recently, I achieved a grade 5 in guitar, which demonstrates my ability to **learn and retain information** but also shows patience. I strongly feel that my skills and achievements to date would be of benefit to your organisation. As a ***** , I would thrive in a working environment that prides itself on **professionalism** and high levels of **service** to the community.

Academic

2008- 2011: Smithtown University

XXXXXXXXXXXX, BA (HONS) 2:2

Modules studied included: xxxxxxxx, xxxxxxxx, xxxxxxxx, xxxxxxx.

2005- 2008: Fictown Grammar School

4 A-Levels (A-E grades): PE, Biology, ICT & Design Technology.

Achievements & Certificates

Work experience training: ***** NHS Trust.

During my time at university, I have undertaken a number of placements within the healthcare sector. My first placement was assisting on the ward of my local hospital. During this time, I learnt that nothing is more important than the patient's welfare. I also learned the importance of **effective communication, teamwork, confidentiality** and following **rules & procedures**. I gained experience using a wide range of equipment and administering medication to the patients in my care. I also gained experience assisting colleagues in an emergency and remaining calm **under pressure**. One of the most important lessons I learned during my placements was how to **listen effectively** to the patients under my care. This helped me immensely understand their needs to demonstrate the required levels of **compassion and empathy**. A patient's mental health is just as important as their physical health to aid recovery.

Volunteer Employment

- Artist Liaison for Fictown Student Union events (3 years).

- Entertainment Officer for Fictown Student Union (1 year) – running weekly Student Union events and the Summer Ball.
- Events Crew Member of Fictown Student Union (2 years) – total of over 250 hours.
- Spent eight weeks working at a local charity shop to gain work experience skills.

Employment History

From – To Job Title Here

In my current role as a sales co-ordinator, my main task is to **communicate** with the customer, dealing with any queries or complaints, ensuring I **maintain professionalism** at all times. This very busy store often requires me to **remain calm under pressure**, as I often have to multitask. I also have to partake in weekly stock-takes, which require **accuracy, focus and concentration skills**, as they usually occur when the store is open, so it is essential to stay focused. I also deal with customer returns, which require me to follow set **policies and procedures**. I work part-time between my studies and university courses to give me better financial stability.

From – To Job Title Here

Worked as a Summer Break representative, which involved ensuring customers' satisfaction at summer break and organising coach arrivals and departures, setting **procedures** and administering first aid when required.

Personal Interests

My favourite sport is hockey, which I am passionate about and wish to continue playing. I enjoy attending music festivals, as I am a keen guitarist. I travel as much as possible and love to experience new things and widen my horizons. I apply for volunteer positions as much as possible because I enjoy working at events regardless of being paid, as the experience is so appealing. In addition, I enjoy the interaction I get with a multitude of people.

Skills

- Work well as a **team player** and as an **individual**. I am hardworking, keen to learn new skills and **highly organised** in every aspect of my life.
- Take pride in my appearance, maintaining excellent levels of physical fitness, following a **strict fitness plan**.
- Deliver excellent care from over two years of experience in **customer relations** and sales. I have developed outstanding communication skills through my extensive background in bar work, sales, and representative work.
- Recognise the importance of **self-development**, both personally and professionally.
- Provide excellent **patient care**, as shown during my university placements.
- **Prioritise efficiently**, being able to work part-time, study and attend my university and placements, demonstrating focus, concentration, and the ability to **remain calm under pressure**.
- Work well with people from a **wide range of backgrounds and cultures**.

References

Insert the names and contact details of two references here.

Template 4

Name Last name

Fictown, Fictshire

Email address goes here

Telephone number goes here

Profile

An **honest**, highly **motivated**, **flexible** individual with over *** years' experience as a *****, working within a multitude of different ***** positions within various industries. Some of the roles I have excelled in include *****, *****, *****, and *****. After four years in my current job, I am now looking for a new challenge as a ***** with the NHS. I firmly believe that my skills and experiences make me an excellent candidate for the position. For example, I can provide exceptional **communication** and care for the patients; understanding the needs of the patients comes before anything else. I am an outstanding **team player**, a skill I have developed while working alongside colleagues at all levels. At the same time, I also excel at using my initiative, thriving on undertaking **individual responsibilities** and remaining **calm when under pressure**.

I am a **quick learner** who can **retain information** presented to me, and I have a keen **eye for detail and good concentration skills**. Overall, I take pride in everything I set out to achieve, ensuring that it is completed to a high personal standard and within given timeframes and to the correct **procedure**.

Key Skills

- **Patient focussed**, recognising that the needs of the patient are number one at all times.
- Ability to **remain calm** and **compassionate** at all times in a **pressurised environment**.
- Excellent **communication skills**; written, verbal, and **listening**.
- Methodical and organised, able to prioritise workload.
- Willingness to train and learn new skills.
- Aims for **100% accuracy**, with an **eye for detail, able to focus for prolonged periods**.
- **Follows the rules and procedures** at all times and understands the need for **patient confidentiality**.
- **Flexible and adaptable** to the needs of the organisation when required.
- Has excellent knowledge of the technical systems needed to do the job and learns new skills with relative ease.
- Displays high levels of **integrity, respect, and dignity**, always looking to promote the organisation in a positive light.

Career Summary

From – To Job Title

- Provides **first-class service to the** residents, **ensuring confidentiality** and that all their needs are met.
- Completes all records daily, requiring **attention to detail, accuracy, and concentration**.

- Administers resident's medication, ensuring the correct procedures are followed.
- Communicate with the residents and relatives, showing compassion and empathy at all times, understanding that nothing is more important than the patient's needs.
- Communicate with colleagues regarding changeover at the end of my shift, ensuring colleagues have a clear understanding of the patient's needs and requirements.
- Liaises with families of patients regarding the well-being and health of the patient, showing the required levels of compassion and empathy at all times.
- Assists colleagues when required, and in the case of an emergency, remains calm when under pressure.

From – To Job Title

- Provided first-class service to the patients at the GP practice.
- Communicated with patients verbally, via email and via telephone appointments. Listened to each patient carefully to establish their needs and requirements. Remained calm in emergencies and when dealing with angry patients, often diffusing potentially escalating issues with my compassion and excellent communication skills.
- Ensured appointment schedule was met efficiently but prioritised urgent appointments when required.
- Maintained patient records, which required high levels of focus and concentration.
- Undertook patient reviews for pre-existing conditions such as COPD or asthma, ensuring the reviews were carried out to the correct procedure.
- Sent patient reports to GPs and made out-patient appointments for blood tests and X-Rays.

Education & Training

- Qualifications go here.
- Qualifications go here.
- Qualifications go here.

Interests & Hobbies

I enjoy music, singing, cooking, films, swimming, country walks, photography, sport, and socialising. I have a good sense of humour and enjoy making new friends and acquaintances. I am currently training for a sponsored swim and will raise £2000 for a local charity. I volunteer for Scope, helping people with disabilities get into work.

I hold a full, clean driving licence.

References Available on Request.

Template 5

Name Goes Here

55 – Smithtown Street – Smithtown – Smithshire – SM1SHT
Phone: XXXXXXXXXX · Email email@address · NMC PIN: XXXX

PERSONAL PROFILE

I am an **honest**, enthusiastic, hardworking, and **reliable** person who has gained invaluable experience in the healthcare industry. I have a **positive and caring nature** and can bring several excellent skills and attributes to your organisation in the role of *****. I am a **quick learner** and can retain job-specific **information** easily. I can work equally on my own or as **part of a team**. I understand that the position is a safety-critical role, where it is vital that you follow **operating procedures** and **safety policy** at all times. My previous employment and university days have taught me the importance of this, which is reflected below.

SKILLS AND ACHIEVEMENTS

TECHNOLOGY AND EQUIPMENT

- Extensive experience with the Microsoft Office software suite and similar programs in both academic and work environments.
- Successful training in the **correct procedures** for using medical equipment, such as blood pressure monitors, temperature monitors, intravenous drips, heart rate monitors, and oxygen lines.
- Proven ability to complete all patient charts, medical records, and changeover reports.
- Confident typing ability at 65 words per minute, which requires **strong attention to detail**.

CUSTOMER SERVICE EXPERIENCE

- Developed customer care skills through working in **healthcare environments** requiring face-to-face, telephone and written communication, ensuring the **customer always comes first**.
- Experience **working with** customers in a one-to-one environment providing service where needed, following organisation **guidelines and procedures**, and **maintaining confidentiality** at all times.
- Strong ability to **communicate** persuasively and confidently with customers and the wider community.

- Proven ability to think quickly on my feet and respond to complicated issues in a **pressured environment**.

EFFECTIVE COMMUNICATION

- Excellent **communication** skills with the ability to adjust my communication to show the required levels of **empathy and compassion** per the situation.
- Effective communication with people from **different social and cultural backgrounds** developed while travelling to many places worldwide.
- **Strong listening skills from paying careful attention** to what I am being told so I can provide the best levels of **service** at all times.

INITIATIVE AND MOTIVATION

- I am **innovative** and constantly seeking ways to improve myself and how I work, so I can provide a more **efficient service** to those I serve and employers.
- I volunteer in my local children's charity shop once a week to help raise funds for the charity to continue its essential work worldwide.

TEAMWORK

- Strong **teamwork skills** due to experience working with a variety of different people in a wide range of environments, ranging from hospitals, health centres and, more recently, in my local charity shop.

EDUCATION

XXXXXXXXX University

XXX-Level: *(Qualifications go here)*

XXXXXXXXX Senior School

GCSE: *(Qualifications go here)*

WORK EXPERIENCE

From - To **Job Title**
(Edit as required)

From - To **Job Title**
(Edit as required)

From - To **Job Title**
(Edit as required)

REFERENCES

Employers' reference: John Doe – 0789018XXX

Personal reference: Jane Doe – 0789018XXX

Template 6

CURRICULUM VITAE

SURNAME: Insert here

FORENAMES: Insert here

ADDRESS: Insert here

TELEPHONE NO: Insert here

Email: Insert here

PERSONAL PROFILE

I am a professional, highly reliable and adaptable individual who now feels they are in the perfect position to apply for a position as a member of your ***** team. For the last few years, I have shown a keen interest in the role by working in the healthcare industry. With the skills, qualities, and qualifications I have gained, I feel I am a strong match for the job description and person specification for this position with the NHS.

Another strong reason I have applied is that, as someone local to the hospital and having used the services, I have witnessed in person the high standard of care your organisation supplies, and the professionalism of your staff is second to none. I, too, would like to work for such an organisation that works to such high standards and promotes exceptional care for its patients.

EDUCATION

Smithtown School, Smithtown Road, Smithstreet.
(April 2008 – June 2011)

<u>GCSEs</u>	<u>Grade</u>
Subject here	?
Subject here	?
Subject here	?
Subject here	?
Subject here	?

EMPLOYMENT HISTORY

From - To

**Company here
Address here
Address here
SM15TY6**

Position

-

Job Title here

My main duties include looking after my patients and ensuring their needs are at the forefront. This includes administering medication to the correct procedure, feeding as per the patient's dietary requirements, and ensuring their environment is clean and hygienic as per the care home standards. Filling out and maintaining patient records is another important task, as these must be completed to the correct standard and procedure, not forgetting patient confidentiality, which is vital. I communicate with my patients constantly, listening to their concerns and responding with compassion and empathy to ensure their stay is as comfortable as possible. I am also tasked with communicating with family members in person, on the telephone and via email regarding how their relative is progressing whilst in my care.

From - To

**Company here
Address here
Address here
SM14TY3**

Position

-

Job Title here

My primary duties included answering telephone calls from patients and booking appointments onto the system, which requires high levels of professionalism and accuracy. As the first point of contact, I also had to deal with patient complaints, remaining professional and compassionate at times under pressure. Daily, I communicated with patients regarding booking vaccinations and regular check-ups for pre-existing conditions.

HOBBIES AND INTERESTS

[Edit as required] I enjoy walking and looking after my dogs, reading, listening to music, keeping fit, films and socialising with my friends. I also enjoy learning new skills and have recently started my nursing degree. I also have a keen passion for travel and enjoy meeting people from different cultures and backgrounds and learning about the cultures.

REFERENCES

Template 7

CV OF (INSERT NAME HERE)

Email Address:

Telephone Number:

LinkedIn:

PERSONAL PROFILE

I am a professional, trustworthy, adaptable, and reliable person, who has wanted to further my nursing career for some time now. Having worked within healthcare in a variety of positions, I have developed a number of skills which I feel are relevant to the position and a strong match to the job description for this ***** nurse position. In my previous roles as a nurse, I was trained to understand that nothing is more important than the patient's needs. I have demonstrated this for a number of years in my current position serving a diverse range of patients from different cultures and backgrounds. I understand that following rules, procedures and legislation is vital to the success and safety of our patients, which must be paramount. I have excellent communication skills and am able to remain calm in pressurised situations. I can also stay focussed for long periods of time. In my current role, I often have to work at short notice, so I am also very reliable and an excellent team player. I strongly believe, with the skills I have gained through my previous work experience and my ability to absorb job specific information, I can make the transition into the role. With my willingness to learn and achieve, I can become a highly competent member of the team with *****.

EXPERIENCE

ACME HOSPITAL, JOB TITLE HERE.

From - To

- Provide high-quality care to my patients, understanding that their needs come before anything else, demonstrating dignity and respect.
- Administer medication, using the correct procedures and attention to detail.
- Complete patient charts and records, ensuring 100% accuracy and confidentiality.
- Communicate with the patient, showing compassion and empathy, listening to their concerns and taking action to resolve any problems.
- Collaborate with colleagues with staff shortages, and in the case of emergencies, remaining calm when under pressure.
- Prioritise workload to ensure efficiency and the best interests of the patients.
- Perform mandatory safety checks on my vehicle each day at the start of my shift
- Communicate with families of patients in regard to the welfare of the patient, ensuring the required levels of compassion and empathy are displayed.

COMPANY NAME, JOB TITLE HERE

From - To

- Provided health assessments for staff to a set procedure, maintaining confidentiality.

- Communicated with members of staff in regard to wellbeing and any health issues and making lifestyle recommendations using the required levels of compassion and empathy.
- Collaborated with other authorities and healthcare professionals to provide support for staff.
- Communicated with the staff and listened to their healthcare concerns, mental and physical, showing compassion and maintaining confidentiality.
- Maintained staff health records ensuring accuracy and confidentiality.
- Promoted health and safety and PPE in the workplace, and actively communicated this to the workforce.

EDUCATION

From – To	School/University	Subject	Grade
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****

REFERENCES

NAME	EMAIL ADDRESS	TELEPHONE NUMBER
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Template 8

JOHN SMITH

name_lastname@email.com | 09876 4747474 | Ficshire, UK

As a [insert job role] with [insert number] ** years' experience in the ***** industry, I have the skills, values, and passion to be part of the ***** team for [insert company].

SKILLS & ACHIEVEMENTS

- Care – awarded employee of the month for receiving the most positive 10/10 positive feedback forms submitted by patients rating the care and service they had received from me over three months.
- Safety Awareness – I understand the importance of safety and can be trusted to operate to any policy and operational procedures, especially in a safety-critical position.

- **Attention to Detail** – I can **concentrate on repetitive tasks** for prolonged periods of time, which I have demonstrated in my previous role as a ward nurse, with competent efficiency.
- **Adaptable** – **Flexible and adaptable** to the needs of my employer. Always willing to help and used to working shifts and weekends in previous employments.
- **Communication** – I am an **excellent communicator** and **listener**.; In my current position I often have to deliver time-sensitive messages via telephone, public address system, email, and in person, consistently demonstrating **compassion and empathy**.
- **Remaining Calm under Pressure** – I can remain calm in an emergency and when challenged. I also have excellent influential and de-escalation abilities.

EXPERIENCE

From – To (Job Title Here)

- Provided exceptional **levels of care** to my patients, administered medication to the **correct procedure** and ensured their dietary requirements were catered for. I also **communicated** with the patient, ensuring **I listened** to their concerns and demonstrating **compassion and empathy**. The patients must feel as comfortable as possible and be treated with **dignity and respect** during their stay.
- Remained calm as I assisted colleagues with emergencies and took on extra patients in the event of sickness, ensuring that I **prioritised** my workload so everyone got covered.
- Filled out and maintained patient records to the **highest accuracy and the correct procedure, ensuring patient confidentiality**.
- **Adapted** to the company's needs, working extra shifts to cover sickness and absence.

From – To (Job Title Here)

- Showed excellent customer care skills by listening carefully to the customers' requests and providing the service or answering their questions.
- Carried out stock checks every week, which required high levels of **accuracy, attention to detail, and the company procedure**.
- Communicated with customers regarding returns and complaints, at times, having to **remain calm when under pressure** when faced with angry customers. I was often able to defuse any possible escalating issues with my excellent **communication skills, listening, compassion and influence**.

- This was a part-time post as I was studying for my nursing degree. This demonstrates my concentration skills, determination to succeed, and commitment to personal and professional development.

HOBBIES & INTERESTS

I am a very active person who enjoys going to the gym. I visit at least four times weekly when work commitments allow. I am also a keen long-distance runner and am currently in training for my fifth marathon, for which I am raising money for charity. When not training, I enjoy relaxing with a good book and taking my dog out for long walks, which I find relaxing. I also enjoy travelling and have visited many different countries, taking in the different cultures, which I find fascinating.

REFERENCES

References go here

References go here

The above sample CVs use fictitious information, names, and contact details. Any relevance to persons, living or otherwise, is a coincidence. The templates have been created to give you an idea of how some of the best ones are constructed when applying for a role in the NHS. There is no set format for constructing a CV, and you will see that they all vary in content, design, and presentation. Your CV should be unique to you, so please feel free to edit one of the templates to suit your professional needs. Good luck.

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