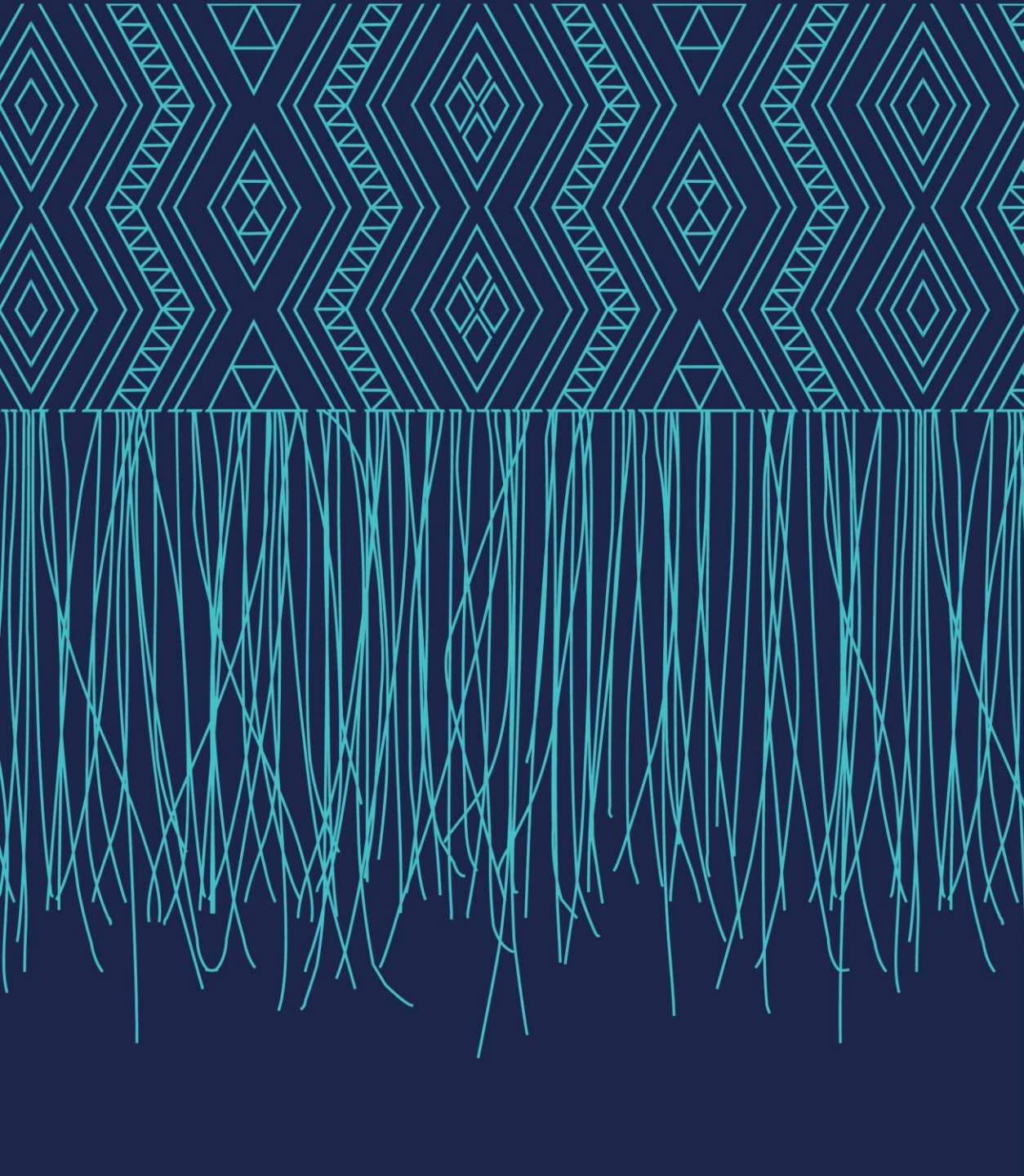


Preparing a Curriculum Vitae (CV)

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Whakatauki

**Mauria te pono
(believe in
yourself)**

LEARNING OBJECTIVES

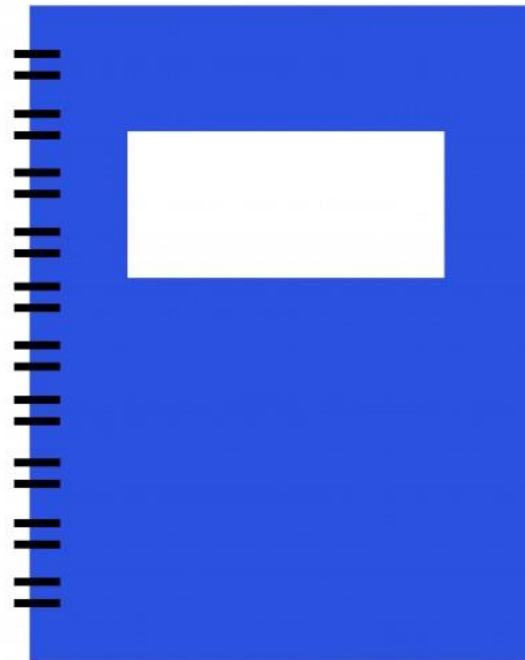
After reviewing this power point participants should be able to:

Understand the role of a well-prepared CV in recruitment processes

Be familiar with key CV components



CURRICULUM VITAE



Curriculum Vitae: 'The course of ones life'

What is a CV and what is not a CV

It is...

A self marketing tool

Your first contact with employers

A purposeful means of the recruitment process

A useful skills resource for you

It is not ...

Your life story

A one off document

Your chance to experiment with clip art

Usual Elements to a CV

Personal details

Personal statement or philosophy

Qualifications

Education history

Employment record/ Work experience

Skills summary/Key strengths

Professional Development

Referees

Note: your CV is your own, some of you may choose to modify/change the name of the elements suggested or add additional material, this will depend on your work experience

You can add additional sections such as voluntary work, professional membership, interests

Sections within a CV

Personal Details

Include name, address, phone numbers (mobile and/or home) and email address. Be professional your current email address may not be suitable for an employment application

Note: You do not need to include date of birth, religion or marital status

Personal Statement or Philosophy

A brief statement about 4-8 lines expressing your personal philosophy and goals. For example, for a registered nurse describe why nursing is important to you, your values, ideals and strengths. Try and be concise

All information in the following sections in reverse chronological order [most recent first]

Qualifications

Your first entry in the qualifications section will be your most recent qualification

Example: 2019-2022 Masters of Health Science, EIT Hawkes Bay

Note: A qualification needs to be from a recognised tertiary education provider or an NZQA approved qualification.

A certificate given for in-service education should be documented in the professional development section.

Education History

You can include your secondary education with dates, but be concise just add relevant details, for example School Certificate or NCEA levels.

Some candidates choose not to include their education history as it may not be relevant for the job applied for.



Employment Record/Work Experience

Period of employment, name of company, position title

You can add a position description but be concise, use the first person sparingly

Begin with action words, for example managed...

Here is an example:

2019-2021: Hawke's Bay District Health Board

Registered Nurse, acute and elective surgery

Provided safe planned care to assigned patients. Implemented post operative analgesia regimes, recognised and managed complications of surgery



Skills Summary/or Key Strengths

**Provide precise details about job specific skills you can offer.
Skills can be interpersonal and transferable**

Nurses require excellent communication skills... but expand this by providing a performance indicator:

Written communication has been demonstrated by effective and accurate documentation of nursing procedures such as wound management

Professional Development



Include in this section any professional development for example in-service sessions or details of publications that are pertinent to the role applied for.

Voluntary Work

Any relevant work which you feel may be transferable to the position applied for

Professional Memberships, for example Lions Club, NZNO

**Any areas of responsibility:
President/Coach/Treasurer**

Interests

Expand on the levels of interest, are they transferable to the job applied for?

For example reading may be an interest does this include reading online articles or nursing journals



Referees

Always at the end of your CV

Essential to get consent from those you wish to be a referee

Usually only two referees

Give referee name, position title, company, contact phone and email address

You can also just include a statement referees available on request

CV Layout

There is no set layout for a CV but there are some golden rules:

Be brief, no more than 3 sides of A4

Think about your layout and keep it legible, be consistent with format, headings, use of underline and bold font

Ensure font style and size is easy to read, choose common fonts and styles for online applications

Note: Some choose to reduce the font size to cram more material in to the CV.

This makes a CV hard to read. Employers are reviewing your documentation skills so writing concisely is key

Keep it short and punchy, no long paragraphs

Don't use jargon or colloquial language

A CV is a professional document, grammar and spelling needs to be faultless, get someone to proof read it

All data entered needs to be accurate and not embellished

Lets conclude this session

You need to plan and develop a professional profile to assist you in your career planning and to enhance your future practice

A well compiled CV forms a vital part of the job application process

There are many online templates which may assist you when developing your CV

There is also a wealth of literature written on general databases such as PubMed

References

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