



Australian College of Nursing

**Curriculum
Vitae (CV) &
Interview
Skills**

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Executive Director of Education

RN, Onc Cert, BN, Grad Cert
HRM, MBA

Resume or Curriculum Vitae (CV)



Resume

- ▶ Specific to job
- ▶ 2-3 pages maximum

CV

- ▶ Latin for *“course of one’s life”*
- ▶ Longer
- ▶ Update regularly

Qualifications, experience, skills sets, and achievements are common to both.



General TIPS



Keep to the employer's submission requirements



Brief is best



Make it clear and straightforward



Take a pass on unnecessary information



Be professional and discreet

Key Headings

Contact information

Work experience/Career outline

Qualifications

Skills

Professional affiliations

CPD

Personal statement

Contact Information



Name



Address



Email



Phone Number



Drivers liscence



Personal Statement

A new graduate eager to obtain a position as a Registered Nurse.

A high achiever who was awarded the Chancellor Medal for highest marks in the final year.

Excels clinically and was recognised by colleagues for compassionate care



A fifth year Registered Nurse, who is a Clinical Nurse Specialist (CNS).

Provides annual leave relief for the Nursing Unit Manager (NUM).

Having completed a Graduate Certificate in Leadership and Management at ACN is now looking for a permanent NUM position.



Work experience Career outline

- ▶ Reverse chronological work history
- ▶ Position title, the organisations details, responsibilities and achievements, and whether the position was fulltime or part-time.
- ▶ Include work in the non health care sector particularly if you are a newly qualified RN or EN.



Qualifications

Reverse chronological

2019 Master Business
Administration

2015 Graduate Certificate in
Mental health Nursing

2013 Bachelor of Nursing

2010 Diploma of Nursing



Skills



Soft skills



Hard skills



Professional affiliations and other



Professional



Australian College of Nursing



Specialty organisations eg/ Cancer Nurses Society Australia (CNSA)



Other



Ambassador for the Australian Gynaecological Cancer Foundation

Continuous professional development (CPD) & certificates



2021 CPR



2021 Wound Management ACN
16 hours



2021 Immunisation update ACN
8 hours



2019 WWCC (5 years)



2019 Blue card (3 years)



Referees



NAME



POSITION



EMAIL



PHONE



ASK



The interview. Preparation



**RESEARCH THE
ORGANISATION**



MAKE A MATCH



**PRACTICE YOUR
RESPONSES**



**BE PREPARED TO
SHOW AND TELL**



**MAKE A GOOD
IMPRESSION**



The interview.

Getting to the interview on time



EAT AND DRINK



TRIP



LOCATION



PARKING



**MAKE A GOOD
IMPRESSION**



The interview

First impressions count!



**SMART DRESS
CODE**



**WHAT MAKES
YOU
COMFORTABLE**



**WELL
GROOMED**



**CHANGES DUE
TO COVID**



**MAKE A GOOD
IMPRESSION**



The interview – inside tips



BREATHE



SIT UPRIGHT



EYE CONTACT



LISTEN



QUESTIONS



Set for success



Keep to the employer's submission and selection criteria requirements



Interview preparation



Dress code



Reflect in the moment



Ask questions



If you are looking for employment go to ACN's Career Hub



<https://careers.acn.edu.au/>



Job seekers can register free of charge to receive complimentary job alerts.



You will receive daily updates about suitable positions on ACN's site by email, eliminating your need to continuously check our website.

Resources

<https://careers.acn.edu.au/>

[GradStart.](#)

<https://www.seek.com.au/learning/careers/your-next-job/job-preparation/tips-for-writing-a-resume>

<https://standout-cv.com/pages/how-to-make-your-cv-stand-out>

<https://www.reed.co.uk/career-advice/what-recruiters-are-really-looking-for-in-your-cv>

<https://www.thebalancecareers.com/cv-vs-resume-2058495>

