

Writing your CV or resume



Tips from the Royal College of Nursing

- ✓ Keep it **succinct** - 2 pages or less, with a clear and logical layout that is easy to read.
- ✓ Present yourself in a **professional** and organised manner to make a good impression.
- ✓ **Tailor** your CV to the job you are applying for, highlighting relevant skills and experiences.
- ✓ Be sure to **review** your CV multiple times, using a spell check and having at least two other people proofread it.
- ✓ Use "**action**" words such as "identified," "created," or "initiated," to bring your CV to life and demonstrate your skills to potential employers.
- ✓ Consider whether a **cover letter** is necessary as well.

More information

- [Royal College of Nursing](#) – Tips for CVs and cover letters.
- [Australian College of Nursing](#) – Hub of resources for CV writing, and addressing selection criteria.
- [Griffith University](#) - Example CV for nursing.
- [Randstad](#) - Editable template CV for nursing.
- [Canva](#) - You can make your own CV in Canva.
 - Current MH employees can attend a training session on how to use Canva. [Check the calendar](#) for the next session.

Interview Skills and Example Questions



Tips from onthewards.org

Use the **STAR** model to answer behavioral questions:

- ★ **Situation** – describe the situation or context you were in
- ★ **Task** – describe the event/task that required resolution and what was required of you
- ★ **Activity** – what you actually did or happened, focus on the “why” as well as the “what”
- ★ **Result** – how the situation played out, what did you accomplish, what did you learn?

More information

- [Australian College of Nursing](#) – Interview techniques and commonly asked interview questions.
- [Deakin University](#) - Commonly asked interview questions for graduate nurses.
- [The Guardian](#) - Nurse job interview tips - top 9 questions and answers.
- [Royal College of Nursing](#) - Managing interview nerves.
- [Forbes](#) - 14 tips for staying calm during an interview.

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