**Disclaimer:** This ACE CV Template is intended for New Zealand graduates applying via ACE for roles as enrolled nurses (EN). You are welcome to use another format; doing so will not disadvantage you.

All advice from ACE about how to complete this document is in grey font. **Delete** all advice and disclaimers in the grey font before you save your final copy of this document for submission.

**Your CV should be no longer than three pages.**

ACE recommends that you use Calibri font, 11, Black, with no spacing or normal, left-aligned.

**Final Proofing**

* Remember that whoever reads your CV will consider it an example of your writing skill. Make sure there are no grammatical mistakes and that the spelling is perfect.
* Always get another person to proofread your CV before sending it to an employer.
* Keep copies of your CVs. You will be surprised when you look back in a few years at the skills you have gained over time
* A CV is always structured with **your most recent position / experience/ education at the top**, then work backwards underneath that.

Name the CV: First name Last NameCV\_ Month Year.pdf

You need to save it as a PDF before uploading it. Most computers can convert your word document to PDF. Simply save the file, navigate to “save as file type” and select PDF. If your PC does not facilitate this editing function, send your file to a computer that does and save the final copy as PDF. The PCs in your computer labs will more than likely support saving word documents as PDFs. ACE will not accept documents in word format. Good luck!

|  |  |
| --- | --- |
| FULL NAME |  |

Home Address: 123 Name Road, Suburb, City/Region, Postcode

Email: email@youremail.co.nz

|  |  |
| --- | --- |
| Mobile: 02x xxxx xxx | Landline: 0x xxxx xxx |

APC Number: If you are not registered yet delete this line

**IWI AFFILIATION(S)**

Click here to enter text.

Click here to enter text.

*You can elect to either include or exclude this section. If you do not want to include this section, delete the entire iwi affiliations section. You will not be disadvantaged by doing so.*

**KEY SKILLS**

Click here to enter text.

Create a bullet point list of the key skills that you’ve learned, developed, and demonstrated throughout your nursing diploma and/or career. What makes you different from other graduates? **No more than 5 key skills.**

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date** | **Finish Date** | **Tertiary Institute** | **Name of Qualification** |
| Click here to enter a date. | Click here to enter a date. | Choose an item. | e.g. Diploma in Enrolled Nursing |
| Click here to enter a date. | Click here to enter a date. | Click here to enter text.  **Begin with your nursing diploma at the top. Note whether it is completed yet or not.**  Include any other tertiary qualifications you have, with the most recent at the top and the oldest at the bottom  **Do not include your school qualifications.**  Add or delete rows as you require. To add additional rows, simply select this entire column (including the “enter date” columns to the left), then copy and paste directly below this table. Remove the borders once you’ve finished pasting the content. | Click here to enter text. |

**STUDENT CLINICAL PLACEMENT HISTORY**

|  |  |  |
| --- | --- | --- |
| **Start Date** | **Finish Date** | **Organisation** |
| Click here to enter a date. | Click here to enter a date. | **Name of Organisation, Ward /setting etc, Region (# weeks)**  Click here to enter text. |
| Click here to enter a date. | Click here to enter a date. | **Name of Organisation, Ward /setting etc, Region (# weeks)**  Click here to enter text.  content. |
| Click here to enter a date. | Click here to enter a date. | **Name of Organisation, Ward /setting etc, Region (# weeks)**  Click here to enter text. |
| Click here to enter a date. | Click here to enter a date. | **Name of Organisation, Ward /setting etc, Region (# weeks)**  Click here to enter text. |
| Click here to enter a date. | Click here to enter a date. | **Name of Organisation, Ward /setting etc, Region (# weeks)**  Click here to enter text. |
| Click here to enter a date. | Click here to enter a date. | **Name of Organisation, Ward /setting etc, Region (# weeks)**  Click here to enter text. |
| Click here to enter a date. | Click here to enter a date. | **Name of Organisation, Ward /setting etc, Region (# weeks)**  Click here to enter text. |
| Click here to enter a date. | Click here to enter a date. | **Name of Organisation, Ward /setting etc, Region (# weeks)**  Click here to enter text. |
| Click here to enter a date. | Click here to enter a date. | **Name of Organisation, Ward /setting etc, Region (# weeks)**  Click here to enter text.  In this section you need to clearly describe the clinical placement setting.  You can also **briefly** outline the skills that you’ve learned and developed during your time on each placement.  **Structure this section from your most recent placement first**. Account for all your student clinical placements during your degree.  Add or delete rows as needed. To add additional rows, simply select this entire table (including the “enter date” columns to the left), then copy and paste directly below this table. Remove the borders once you’ve finished pasting the content. |

|  |
| --- |
|  |

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| Click here to enter a date. | Click here to enter a date. | **Title/Occupation**  Employer/Organisation  **Role and Responsibilities**  Click here to enter text. |
|  |  |  |
| Click here to enter a date. | Click here to enter a date. | **Title/Occupation**  Employer/Organisation  **Role and Responsibilities**  Your work experience, either inside or outside the health sector, is important and can help your prospective employers discover how you would fit into their organisation and the types of skills you have.  Include current or previous roles as an HCA, etc.  For mature students with a wealth of experience, only go back 7 years from the date you’re completing this template.  Include any relevant volunteer work.  Be clear and succinct with the information you list for each position while also acknowledging your achievements and skills**. For many roles, the job title will be sufficient.**  **Structure this section from your most recent position first**. Add or delete rows as you require. To add additional rows, simply select this entire column (including the “enter date” columns to the left), then copy and paste directly below this. Remove the borders once you’ve finished pasting the content. |

**SCHOLARSHIPS, AWARDS, ACHIEVEMENTS, PRIZES**

|  |  |  |
| --- | --- | --- |
| **Date** | **Name of Award / Scholarship /achievement /prize** | **Details of Award /scholarship/achievement/prize** |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. |
|  |  |  |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. |

Include the name of the organisation who provided the scholarship or award, the purpose of the scholarship, and how long the scholarship was for. If it was specifically health or nursing related include that information.

Include any information on prizes, awards, or achievement you consider to be significant

**Structure this section with your most recent scholarship, etc., first**. Add or delete rows as you require. To add additional rows, simply select this entire column (including the “enter date” columns to the left), then copy and paste directly below this. Remove the borders once you’ve finished pasting the content.

*You can elect to either include or exclude this section. If you do not want to include this section, delete the entire scholarships and awards section. You will not be disadvantaged by doing so.*

**REFEREES**

Click here to enter text.

As part of your ACE application, you are not required to include references in this document. The online ACE form will ask for details of your transition placement preceptor and clinical tutor and will automatically seek references from them.

If you wish to include a character reference or an employer reference here, you are most welcome to.

Remember to include their name, title, and organisation including contact details.

*You can elect to either include or exclude this section. If you do not want to include this section, delete the entire referee’s section. You will not be disadvantaged by doing so.*