**Disclaimer:** This ACE CV Template is intended for New Zealand nursing graduates applying via ACE for ENSIPP positions.

This template is intended as an instructional aid for students completing their ACE application. You are welcome to create your own resume and cover letters in any way that you like; doing so will not disadvantage you.

All advice from ACE about how to complete this document is edited in grey font. Delete all advice and disclaimers in the grey font before you save your final copy of this document for submission. ACE recommends that you use Calibri font, 11, Black, No Spacing or Normal, left-aligned for this particular document.

Most computers can convert your word document to PDF as per ACE business rules. 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 PC computer that does and save the final copy as PDF. The PC’s in your computer labs will more than likely support saving word documents as PDF. ACE will not accept documents in word format. Good luck!

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

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

Email: email@youremail.co.nz

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

**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 Affiliation(s) section. You will not be disadvantaged by doing so.

**PERSONAL SUMMARY**

Click here to enter text.

Your personal summary should be no more than 3 or 4 sentences. It will describe your career objectives and personal aspirations which are specific to nursing in New Zealand. You will describe this in more depth in the clinical placement history section and in your cover letter document as part of your nursing philosophy.

**KEY SKILLS**

Click here to enter text.

Create a list (preferably bullet points) of the key skills that you’ve learned, developed and demonstrated throughout your nursing qualification and/or your career. Skills can include, but are not limited to the following…

Professional Responsibility; Management of Nursing Care; Interpersonal Relationships; Interprofessional Relationships; Communication; Teamwork; Time Management and Observational skills.

Competencies and skills are generally interchangeable, and throughout your nursing career you will continue to develop and improve your core competencies over time. You can list any skills that you like, but we advise you to limit each skill description to no more than 2 sentences. You will communicate your skills in more detail in your cover letter. ACE recommends that you list no more than 6 skills.

Remember to highlight the name of your skill in **bold** type. The brief description of the skill should be in normal type. Keep the formatting uniform throughout your entire resume. E.g. Calibri 11, Normal.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date** | **Finish Date** | **Tertiary Institute or Secondary School** | **Name of Qualification** |
| Click here to enter a date. | Click here to enter a date. | Choose an item. | Diploma of Enrolled Nursing |
| Click here to enter a date. | Click here to enter a date. | Click here to enter text.  Begin with your current BN degree at the top. 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. |

**CLINICAL PLACEMENT HISTORY**

|  |  |  |
| --- | --- | --- |
| **Start Date** | **Finish Date** | **Regional DHB or Organisation** |
| Click here to enter a date. | Click here to enter a date. | **Name of Organisation, Ward etc, Region (# weeks)**  Click here to enter text. |
| Click here to enter a date. | Click here to enter a date. | **Name of DHB/Organisation, Ward etc, Region (# weeks)**  Click here to enter text.  In this section you want to clearly demonstrate the skills that you’ve learned and developed during your time on each placement. For each placement, you then need to summarise your accomplishments and achievements during this time.  Be careful to be economical with the information you list for each placement. You should not be going into exaggerated lengths to describe each placement. Be clear and succinct while also acknowledging your achievements and personal growth.  Communicate how you’ve developed your skills, experience and competencies over time since you first started your EN diploma.  Structure this section from your most recent placement first. Begin with your transition placement at the top. 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. |

**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**  A new graduate’s previous work experience that is external to health is also important and can help your prospective employers discover how you would fit into their organisation. For mature students with a wealth of experience, it is not necessary to go back more than 7 years from the date you’re completing this template.  You should also include any volunteer experience here as-well as any current or previous positions as a HCA.  Be careful to be economical with the information you list for each position. You should not be going into exaggerated lengths to describe each position. As with your clinical placement history, you should be clear and succinct while also acknowledging your achievements and personal growth.  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** | **Details of Award** |
| 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. |

**PERSONAL INTERESTS**

Click here to enter text.

You can elect to either include or exclude this section. Be sure to expand on your interests and why you value them. Examples could be volunteer or charity work and any extra-curricular activities such as sports, leisure and music.

If you do not want to include this section, delete the entire Personal Interests 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. As you complete your ACE application, you will be required to input the details of your Nurse Preceptor and Clinical Tutors via the ACE system.

However, should you wish to include a character reference or an employer reference here, you are most welcome to. Be sure to include their name, title, and organisation including contact details. You may elect to include the reference details of a preceptor who supervised you before your transition placement.

If you do not want to include this section, delete the entire Referees section. You will not be disadvantaged by doing so.