[Your Name]

[Phone No.]  |  [Email Address]  |  [Street Address, City, County, Postcode]

[Date]

[Recipient Name]

[Title]

[Company]

[Street Address]

[City, County, Postcode]

Dear [Recipient]:

[If you're ready to write, simply select this tip text and start typing to replace it with your own. Don't include spaces to the right or left of the characters in your selection.]

[Apply any text formatting that you can see in this letter with just a click from the Home tab, in the Styles group.]

[Wondering what to include in your cover letter? It's a good idea to include key points about why you're a great fit for the company and the best choice for the specific job. Of course, don't forget to ask for the interview – but keep it brief! A cover letter shouldn't read like a novel, no matter how great a plot you've got.]

Yours sincerely,

[Your Name]

[Your Name]

Job Title

[Phone No.]  |  [Email Address]  |  [Street Address, City, County, Postcode]

# Summary

[Add a brief, single-paragraph summary of your career accomplishments here. To replace any placeholder text, just select it and start typing. (Don't include spaces to the right or left of the characters in your selection.) Apply any text formatting you see in this CV with just a click, from the Home tab, in the Styles group.]

# Credentials

| [Board Examination] | [Year achieved] |
| --- | --- |
| **[Licence]**, [Issuing Body] | [Year received] |

# Experience

| **[Job Title 1],** [Employer Name], [City, County] | [Years From]—[To] |
| --- | --- |
| **[Job Title 2],** [Employer Name], [City, County] | [Years From]—[To] |

# Education

| **[Associate, Nursing],** [University/College Name], [City, County] | [Years From]—[To] |
| --- | --- |

| [Had a scholarship or graduated with honours? This is the place to shout about it!] |
| --- |

# Affiliations

| [Nursing and Midwifery Council] | [Years From]—[To] |
| --- | --- |
| [Other Nursing Association] | [Years From]—[To] |

# Community Service

| **[Role],** [Organisation Name], [City, County] | [Years From]—[To] |
| --- | --- |

| [Describe your volunteer work or use this section for awards or other areas of recognition. To add or delete a row from this or any table in this CV, just click in a row and then, on the Table Tools layout tab of the ribbon, click an Insert or Delete option.] |
| --- |