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Healthcare Professionals

CV Template and Completion Guidelines

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CV TEMPLATE

There are numerous CV templates available and some of them are geared towards specific sectors. But for the healthcare sector, I have found from my work over the years that a more structured CV is invaluable to all professionals.

The template below is one I have refined based on the changing requirements of healthcare professionals over the years, at all levels. It is quite structured, which is beneficial for you in guiding you in a logical and succinct way through your career, and in helping you present factual data and information in a clear and understandable way. Also in helping you keep it up-to-date.

More importantly, it is hugely beneficial for your leaders and employer(s), current and future, to get a strong overview of your professional track record, your experiences, skills and competencies and also your commitment to your own professional development.

I have outlined the template below with guidelines on how best to complete it, and I hope you will find it helpful.

YOUR CV

Copy and past the fields below into a word document and then set up a **header** and show the following information there – your Name and Curriculum Vitae.

Then set up a **footer** to show the page numbers which are very important, your Name, CV and date e.g. January 2024. This will serve as a reminder to you when you last updated it, and also it is important for your leaders and employers to see immediately that it is current.

A **photo** may be included, but it is not necessarily a requirement. If you choose to include one, make sure it is recent and professional – either with you in your uniform or professional dress. Whichever you consider more appropriate.

1. Your Name: *Your full name here.*

2. Address: *Your full address here including postal codes*

3. Contact Details: *Email and mobile phone number here – landline if you wish to include*

4. Nationality:

5. Civil Status & Date of Birth: *While not mandatory, some organisations prefer to have an understanding of these*

6. Profile:

This is one or two paragraphs at most which gives a ‘pen picture’ of who you are. So consider what your professional descriptors are e.g. dynamic, intuitive, passionate, empathetic etc. Then show the key highlights of your career and start this part with the word ‘Led.....’ – you need to summarise key leadership events and situations; refer to multi-disciplinary teams where relevant; your research and development of new initiatives and if and where they were adapted across your organisation etc. Always mention your commitment to superior patient care etc. and reference your academic qualifications..... The real purpose of this is to get the reader to want to learn more about you.

7. Education:

List your qualifications starting with the most current and work back – this section primarily for third level and healthcare qualifications.

Date [Date from – Date to] & Institution	Degree(s) or diploma(s) obtained

8. Language skills (5-excellent, 1-basic):

Given the diversity of the healthcare workforce globally, and also of the patients and service users, it is important for management teams to know who on their wards/units could provide even basic translation, particularly to calm patients etc.

Language	Reading	Speaking	Writing

9. Membership of Professional Bodies: *List here the NMBI or relevant Nursing Bodies you are a registered member of – plus any other related Professional Bodies you are involved with and your role.*

10. Computer Literacy: *State here the hardware systems and software applications you are proficient in and use in your daily work – also any with which you were involved in developing on a project basis etc.*

11. Professional Experience:

- *Complete a box below for each position you currently hold, and have held in the past.*
- *For your current position, write in the present tense.*
- *For all prior roles, this is historic so write in the past tense.*
- *Keep your contents succinct – use bullet points, short and factual sentences, listing priority responsibilities at the start and keep similar points together.*
- *If you need more boxes for previous roles, just copy and paste the box below.*
- *Detail the past five roles and for roles prior to this, just summarise the roles and responsibilities.*
- *Include all jobs you have held.*

Dates: from / to	
Position:	
Organisation & Location:	
Roles & Responsibilities:	<i>Bullet points here</i>

Dates: from / to	
Position:	
Organisation & Location:	
Roles & Responsibilities:	<i>Bullet points here</i>

Dates: from / to	
Position:	
Organisation & Location:	
Roles & Responsibilities:	<i>Bulletpointshere</i>

12. Other Relevant Information: *Show where any voluntary work in a health care capacity you have undertaken; any ad-hoc committees or working groups you may have been involved in in health care etc.*

References Available on Request.

MEET CHARLEY



Charley Swords works with individuals and organisations who are committed to mastering a modern leadership style, for themselves and their teams, reflective of the dynamic world of work with a diverse and multi-generational workforce. She provides consulting, training and mentoring solutions that are **understandable, relatable and implementable**.

A huge shift in career planning is underway worldwide, particularly since the pandemic and which is now heavily influenced by a significant scarcity of people to fill roles, particularly in the healthcare sector. Whether you are moving up the ladder in your current organisation, or leaving to start afresh in a new organisation, Charley provides a safe space to take stock of where you are at. She guides you in determining why you are really changing career direction, she guides you in navigating the higher more challenging situations and people; she helps you sharpen your thinking about your value, successes to date and what you bring to a new organisation and she brings a very different and much broader perspective to your thinking about your future life.

Additionally, when it comes to doing those all-important interviews, she prepares you to self-advocate in a stronger and more descriptive way, to do yourself absolute justice.

Charley empowers people to step outside their own thinking, to grow exponentially in confidence and to build significant self-awareness while navigating their individual career paths.

In her unique approach and style, she listens deeply, probes gently yet astutely and offers a fresh perspective resulting in greater results for her clients.

Charley has been working with the healthcare sector for over 10 years and she has worked in over 30 countries since setting up her own company 27 years ago. She is a respected international leadership, strategy and career mentor, consultant and trainer.