

## Writing your CV

Sometimes you will need to apply for a job by sending your Curriculum Vitae (CV). On your CV, you should include:

- Your name and contact details at the top.
- Your qualifications (or predicted grades if you don't have your results yet.)
- Your experience, include part-time jobs, work experience and voluntary work
- A CV should be concise, keep it to 2 pages max.
- Include details of any gaps in your education or work for example when you were travelling or caring for someone
- Include a cover letter or email re: what role you're applying for.

## Current vacancies

All our vacancies are advertised on NHS jobs and we advertise roles on our website and Twitter profile: @RUH\_Careers so you can keep up to date with our opportunities.

Royal United Hospitals Bath NHS Foundation Trust  
Combe Park, Bath BA1 3NG  
01225 428331 [www.ruh.nhs.uk](http://www.ruh.nhs.uk)

Please contact the Patient Advice and Liaison Service (PALS) if you require this leaflet in a different format, or would like to feedback your experience of the hospital.

Email [ruh-tr.PatientAdviceandLiaisonService@nhs.net](mailto:ruh-tr.PatientAdviceandLiaisonService@nhs.net) or telephone 01225 825656.

## Job Applications

How to make a successful job application



# Making your application

As an employer, we want to know what skills and experience you have. Follow these do's and don'ts to make your application stand out from the crowd.

## Do...

- ✓ Read any **instructions** and **information** about the job before you start (known as a Person Specification.)
- ✓ Take note of the **closing date** and send your application in before.
- ✓ Complete all the sections of the application form.
- ✓ If you're filling in the form online, make sure you **save** it regularly and keep a record of any usernames and passwords.
- ✓ Include any **voluntary work** you have done.
- ✓ Include any **extra-curricular activities** where you are using special skills. For example: team sports, mentoring or clubs (such as scouts or brownies.)
- ✓ Include any **work experience** and **part-time jobs**.
- ✓ **Sell yourself!** It doesn't come naturally to tell others how great you are, but it's really important you put all the things you are good at. Otherwise, they won't know!
- ✓ Write in **full sentences**.
- ✓ Put details of any **gaps** in your education/work where you have been doing something else (such as travelling or caring for someone.)
- ✓ Check **spelling** and **grammar** before you send it in. Ask someone to check with you if you're not sure.
- ✓ Ask **someone else** to read it before you send it.
- ✓ Include a **cover letter/e-mail** to say what role you're applying for.

## Don'ts

- ✗ **Assume** the person reading knows you.
- ✗ **Rush**– you're likely to make mistakes or miss things.
- ✗ Write in **text language** –full sentences only please.
- ✗ **Lie** – you be asked questions about your skills at interview and an employer will be put off you if they think you have lied, even if you could do the job!
- ✗ Send your application at the **last minute** – you may miss out if the job closes early
- ✗ Send a **CV** if you're asked for an **application form**.

## Supporting Information/Personal Statements

Some applications may ask for a personal statement or supporting information. You should include the following:

- One or two sentences about each of the skills or experience needed for the job and give an example of when you have used this skill or had the experience. You can use bullet points if you want to.
- Examples are really important- they evidence that you've got a skill and know how to apply it in real life situations. For example, instead of saying '*I'm great with money and adding up*', it is better to say '*I use a till and take payments from customers with credit cards and cash, giving the right change.*'
- If you haven't got the exact skill/experience, highlight similar skills: '*my experience of learning how to use a spreadsheet from scratch shows I can easily pick up software packages, so I'm confident I will quickly learn how to.....*'