**[your name]**

**[Your Email]**

**[contact number]**

**Personal Profile:**

**Currently I’m studying for my NEBDN Diploma in Dental Nursing with SmileWisdom at the BDA on Wimpole Street. I am now looking to join a dental practice as a trainee dental nurse.**

I am a [set of personal traits and your values/work ethic - appropriate for a dental nurse. To write this try answering this question: why do you want to work as a nurse and why should we employ you and not someone else?]

**Key skills**

* List some skills which you think are important for a nurse to have.

**Education**

[Date start – date finished]

[course/degree/qualification]

[Date start – date finished]

[course/degree/qualification]

[Date start – date finished]

[course/degree/qualification]

**Work Experience**

Please list your jobs in chronological order with newest/current at the top and the oldest at the bottom! Any gaps in your CV longer than 3 months should be explained, e.g. time off to travel/ study/ relocate to another country/ career break to look after family/children

[Month and Year started – Month and Year finished]

[Job Title]

[workplace name and location]

* Describe your responsibilities
* Try to demonstrate your strong points or particular achievements in that workplace
* Write 3-4 bullet points/short description of duties for each job

[Month and Year started – Month and Year finished]

[Job Title]

[workplace name and location]

* Describe your responsibilities
* Try to demonstrate your strong points or particular achievements in that workplace
* Write 3-4 bullet points/short description of duties for each job

**Hobbies and interests**

* List 2-4 – try to be specific e.g. instead of ‘sport’ you can say ‘I am a member of a netball club, I also enjoy cycling and rock climbing’