




Nurse Leadership CV Checklist

 *From Bedside to Boardroom – Make Your CV Speak Leadership*

1. Contact Details

- Full name, professional credentials (e.g. RN, BSc Nursing)
- Phone number and professional email address
- LinkedIn profile (if available)
- NMC PIN (optional, not always necessary)

2. Personal Statement (Profile Summary)

- 3–5 lines summarising your leadership mindset and goals
- Mention your current role, years of experience, and clinical specialty
- Include leadership skills (e.g. delegation, supervision, QI involvement)
- Reflect ambition: *“Aspiring Band 6 nurse with proven team leadership...”*

3. Key Skills

- Bullet list of 6–10 skills including both clinical and leadership skills
e.g. *Team coordination, mentorship, safeguarding, clinical audits, change management*

4. Work Experience

- Clearly list job titles, employers, and dates
- For each role:
 - Highlight leadership actions: *delegation, shift leadership, incident reporting*
 - Use **action verbs** (e.g. led, facilitated, implemented, supported)

- Include measurable outcomes where possible (e.g. *reduced handover delays by 30%*)

5. Achievements & Projects

- Include any service improvements, audit work, QI projects
- Reflect on how your work supported staff development or patient safety
- Mention nominations or recognitions (e.g. Daisy Awards, Employee of the Month)

6. Education & Qualifications

- List nursing degree, additional certifications, and CPD courses
- Include dates and awarding institutions
- Add leadership-related courses if relevant (e.g. conflict resolution, mentoring)

7. Additional Sections (Optional but Powerful)

- Clinical Governance or Risk Roles
- Student mentorship/preceptorship experience
- Reflective practice contributions
- Research participation or teaching roles

8. Final Checks

- CV is 2 pages max
- No grammatical or spelling errors
- Font is clear and readable (e.g. Arial 11pt or Calibri)
- Saved as PDF (unless NHS jobs require Word)

Bonus Tip:

✨ *Tailor your CV to each job description—mirror key phrases from the person specification, especially in the “essential” and “desirable” sections.*