

## OAKSTREET SURGERY VACANCY: PRACTICE NURSE

We are looking to recruit a Practice Nurse to join our team. For this post you will need a Registered General Nurse qualification and have experience of working autonomously.

The role is varied and covers all aspects of practice nursing including wound care, health promotion and education, minor injuries, flu immunisation, well woman and family planning clinics, and chronic disease management.

Previous experience of practice nursing is not essential, but an understanding of working within primary care/general practice would be useful, and any skills/experience in triage and/or diabetes management would be highly desirable.

**Commented [RCN1]:** Before you write your covering letter, study the job advert. If there is a job spec, person specification, or job description, study those too.

Ask yourself what are the key things this particular employer is looking for in a candidate. What skills are they looking for? What type of experience? Which qualifications? What type of knowledge? Do they list any essential and desirable criteria?

Try to use this information to tailor your covering letter and decide which points you're going to focus on or highlight.

Dear [ Name ]

I am writing to apply for the Practice Nurse position at Oakstreet surgery and hope you will find my CV enclosed. I've been a Registered Nurse for five years, initially working on a general medical ward after qualifying, before moving into A&E for the last 18 months.

**Commented [RCN2]:** You may want to give a very brief overview of your career history and introduce yourself.

Although I have thoroughly enjoyed my hospital roles, I recently took time to reflect on my career values and direction. Practice Nursing has always really appealed to me, as I love the idea of having more autonomy, more direct patient contact, and playing more of a role in health education and prevention. To gain further insight, I recently arranged to shadow the Practice Nurse team in Greenwood Surgery, which completely cemented my decision to transition to primary care.

**Commented [RCN3]:** Employers want to know why you're applying, especially if you're moving into a new field or specialism. This candidate clearly explains their motivation and rationale for their career move. If you're genuinely motivated, interested, or passionate about a role in a clinical field, let this come across. Employers value candidates whose interests align with the work.

As you'll see from my CV, I developed a wide range of transferable skills whilst working in A&E, particularly my triage qualification and skills. Triage forms a big part of my role, where I assess, triage and stream patients in an incredibly busy department, tending to anything from bites, burns and broken bones to suspected strokes across all ages from infant to older adults. Despite only being in the department for 18 months, colleagues and senior staff often approach me for advice and second opinions, demonstrating confidence and trust in my clinical judgement.

**Commented [RCN4]:** The candidate demonstrates how and why their skills would be useful and relevant to the role. Always show the employer how or why your skills would be useful or applicable.

Don't duplicate your entire CV. Instead, highlight or emphasise the aspect(s) that you feel are the most important, relevant, impressive, or appealing to your target employer.

I have always been especially passionate about women's health, sexual health, and family planning, areas I understand form a key part of this role. For the last 2 years I've volunteered for a Sexual Health Charity as a Sexual Health Champion, providing advice/support/signposting at festivals and student events.

When I called Oakstreet Surgery last week, I spoke to your Practice Manager, Martina, who mentioned plans to introduce a telephone triage system for morning surgeries. With my background in triage, I really feel I could lend valuable skills and expertise and help to contribute towards the implementation and running of this service if required.

In order to make the transition into Practice Nursing, I have taken proactive steps to build my knowledge and experience. These include:

- Arranging shadowing within a General Practice team, gaining insight into the care of long-term conditions such as diabetes, running clinics, general challenges, IT software, and the Quality and Outcomes Framework (QOF)
- Joining the RCN's General Practice Nursing forum, enabling me to learn about and stay up to date with relevant issues, initiatives and policies.
- Joining the RCN's General Practice Nursing Facebook group, to network with other Practice Nurses, stay to date with national initiatives, and discuss clinical queries, policies, and processes relating to General Practice
- Registered on a "Delivering Diabetes Care" workshop with Diabetes UK, which includes gaining a general picture of diabetes in the UK, how primary care fits into this, the latest evidence and guidance for reducing risk of complications, and supporting people with "diabetic burn-out"
- Completing [CNO 002 Discovering a Career in General Practice Nursing](#), a 12-week, Level 6 blended learning course for aspiring Practice Nurses.
- Completing learning modules from the [e-Learning for Healthcare](#) portal, including asthma, dermatology, nutrition, alcohol and tobacco interventions, flu immunisation, diabetic foot screening, and sexual health.

**Commented [RCN5]:** Try to arrange an [informal visit](#) or chat before you apply. It creates an impression that you are keen, proactive, and invested, and suggests you have a realistic understanding of the role.

**Commented [RCN6]:** Again, this candidate is showing how their skills could add value and help the business. Always focus on **what you could do for the employer**, rather than what the employer could do for you.

**Commented [RCN7]:** This clearly demonstrates the candidate's proactive nature and self-disciplined approach to develop in this area. They also highlight the insight gained from their informal visit.

**Commented [RCN8]:** The RCN forums are a great resource, especially if you are moving settings. See: <https://www.rcn.org.uk/forums> for more details.

**Commented [RCN9]:** Each [forum](#) has its own private Facebook group for RCN members. Again, it's a fantastic resource and a great way to get advice, insight and moral support.

**Commented [RCN10]:** The candidate has identified that knowledge of diabetes is important within the role. As they don't have experience in this field, they demonstrate steps taken to bridge this gap.

**Commented [RCN11]:** Again, the candidate has identified knowledge gaps and demonstrated a proactive, self-directed approach to learning.

As a colleague, I am known for being positive, calm, and efficient, as reflected in my most recent appraisal (which I'd be happy to share with you.) I also have glowing testimonials from past and present colleagues and managers which are available on my LinkedIn profile. I am approachable and compassionate with patients, recently receiving feedback describing my care as "absolutely outstanding," and was honoured to be named "Nurse of the Year" in my department based on patient satisfaction scores.

If you feel my skills, experience and attributes fit the position, I would love to hear from you further. Please feel free to contact me on 07812345678 or [my@email.com](mailto:my@email.com).

Thank you very much for your time and consideration.

Yours sincerely,

[Name]

**Commented [RCN12]:** The candidate doesn't make broad statements or unsupported claims about their strengths. Instead, they back up any such claims with evidence and context. Anyone can say they're a good nurse or team player, but specific examples or tangible proof will make a bigger impact.