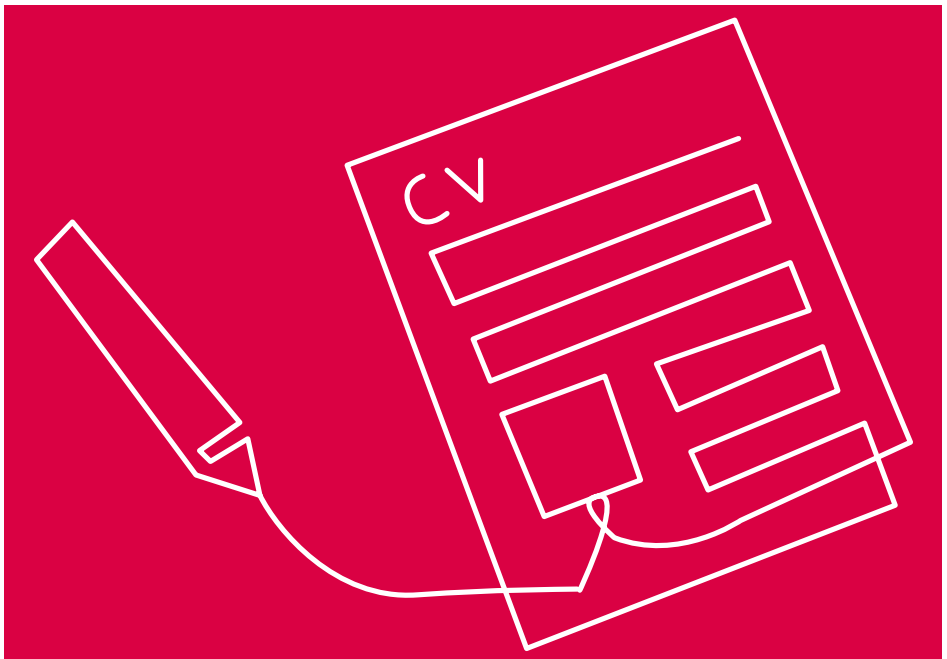
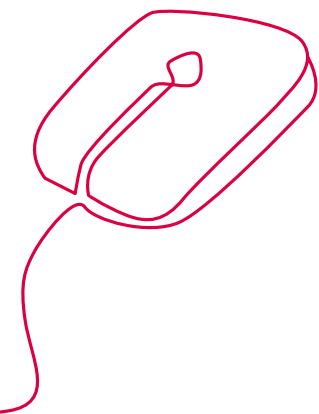


# Thinking about your career

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Whether you're applying for your first job, at a career crossroads, looking for career progression or moving to a more senior position as a health care professional, the RCN Careers Team is here to help you.





The RCN Careers Service offers a wide range of helpful resources at: [rcn.org.uk/careers](https://rcn.org.uk/careers)

For example, you can access online advice on:

- how and where to search for jobs
- writing a perfect job application, with sample supporting statements
- top tips for preparing for your first job
- transferable skills – how to identify them and why they're important
- CV writing
- interview skills and sample questions
- how to approach a new employer following dismissal.

For those members who need additional guidance, we offer one-to-one telephone careers coaching. Visit [rcn.org.uk/career-coaching](https://rcn.org.uk/career-coaching)

## Applying for jobs

**Once you have an idea of the sort of role you're looking for, it's time to put maximum effort into the job application process.**

### Your CV

Successful CVs are logical, accurate and concise. Most importantly, they're tailored to the people reading them. Make sure you adapt yours accordingly, using relevant key words for the job you're applying for.

The following sections could be included:

- personal details
- opening statement/personal profile
- key skills and achievements
- employment/experience
- education/qualifications
- professional activities
- additional information.

RCN members can access sample CVs and email feedback at [rcn.org.uk/careers](https://rcn.org.uk/careers)

#### Action words

identified

initiated

established

organised

launched

implemented

produced

negotiated

created

recognised

fulfilled

co-ordinated

## Supporting statements

The supporting information section is the most important part of your application. Go through the job pack thoroughly. The person specification will outline which essential skills, qualifications, experience and/or attributes the employer is looking for in a candidate. You will need to demonstrate that you meet the required criteria, and essentially show the employer why you would be the best person for the job.

### Tips

- Address all of the criteria that will be assessed at application in the person specification.
- Always use specific examples or evidence.
- List your examples in the same order in which they appear in the person specification.
- Proofread and spell-check your statement.

Sample supporting statements are available on the website at: [rcn.org.uk/careers](https://rcn.org.uk/careers)

## Interviews

**An interview's success depends on careful preparation and practice.**

### Be prepared for an interview – top tips

- Research the employer and the values of the trust or organisation.
- Arrange an informal visit to gain an insight into the role.
- Use the STAR technique, as shown on the left, at interview to structure your answers.
- Go through the person specification and job description carefully.
- Rehearse possible interview questions.

Example interview questions are available at:

[rcn.org.uk/careers](https://rcn.org.uk/careers)

The RCN Careers team also offers one-to-one interview coaching to help you prepare for your interview.

### STAR technique

#### Situation

What was the situation?

#### Target

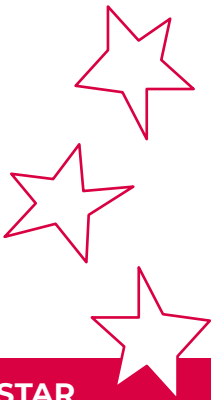
What did you need to achieve?

#### Action

What steps did you take to make this happen?

#### Result

What was the outcome?



# Useful resources

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## [rcn.org.uk/get-help](https://rcn.org.uk/get-help)

For more information on career coaching and how to book an appointment visit: [rcn.org.uk/career-coaching](https://rcn.org.uk/career-coaching)

## **Member Support Services**

### [rcn.org.uk/mss](https://rcn.org.uk/mss)

Services include:

- Careers Service
- Counselling Service
- Immigration Advice Service
- Peer Support
- Welfare Service



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