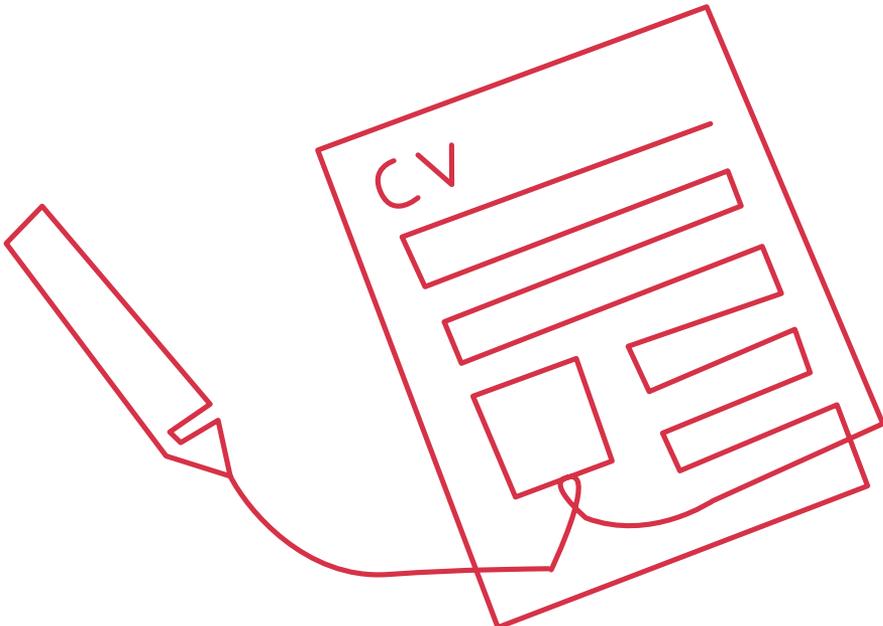


Thinking about your career

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 www.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.

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.

Action words

identified

initiated

established

organised

launched

implemented

produced

negotiated

created

recognised

fulfilled

co-ordinated

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 also access sample CVs and benefit from a CV feedback service at www.rcn.org.uk/careers

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 – www.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, and reflect on how you fit into these.
- Try to arrange an informal visit where you can talk to staff and 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 www.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

RCN Direct

www.rcn.org.uk/get-help

To book a telephone career coaching appointment contact RCN Direct on 0345 772 6100

RCND Advice lines are open 8:30am -8.30pm, 7 days a week, 365 days a year.

Member Support Services

www.rcn.org.uk/mss

Services include:

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

Country-specific careers services

England:

www.nationalcareersservice.direct.gov.uk

Wales: www.careerswales.com

Scotland: www.skillsdevelopmentscotland.co.uk

Northern Ireland: www.nidirect.gov.uk/index



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