

Cover letter & CV requirements

All applicants invited to attend a graduate interview with MNHHS are required to bring a cover letter and CV to the interview. These documents provide the selection panel with valuable information about you and your accomplishments. To ensure the panel has sufficient time and access to the information required to make an informed decision, cover letters and CVs need to address specific criteria.

Cover letter

All applicants are required to provide a cover letter at the interview. This cover letter is different to the graduate summary submitted with your Queensland Government Graduate Portal application.

Your cover letter must:

- be addressed to Nursing and Midwifery Recruitment at the facility of the scheduled interview
- be no more than 1 page in length
- provide us with an introduction to you:
 - why you chose nursing/midwifery
 - why you want to work at MNHHS or a specific hospital
 - why you chose the clinical specialty you are being interviewed for.
- be signed and dated
- be original documents, not photocopies.

CV

All applicants are required to provide an up-to-date CV at the interview. The CV may be different to the CV submitted with your Queensland Government Graduate Portal application.

Your CV must meet the following criteria:

- be no more than 2 pages in length
- be in reverse chronological order (most recent information first - see example below)
- include education/qualification (reverse chronological order)
- include all previous nursing/midwifery experience (synopsis of role only required if role required skills/activities or knowledge not generally associated with the role (refer to example 1 below)
- include all other experience (including non-nursing)
- include all student clinical placements (year, ward type and facility - refer to example 2 below)
- include the names and contact details of [2 appropriate referees](#)
- include the following declaration:
 - I, *insert name* declare this CV to be a true and accurate
 - Signed
 - Dated

Example 1: Work history

Feb 2013 – Nov 2014	Enrolled Nurse	Chronic Diseases Team Mary Mead Hospital Full-time
	Counselling of families and recently diagnosed patients on how to cope with diagnosis and support networks available.	
Jun 2011 – Dec 2012	Assistant-in-Nursing	Heavenly Angels Nursing Home Part-time 24 hours per week
	Role Statement not required	
Apr 2008 – Jan 2010	Customer Service	Peter Alexander Indooroopilly Shoppingtown Part-time 16 hours per week
	Customer service including cash register operation, restocking, stocktakes.	

(Please note – evidence of training/education for the role must be included in the Education section of your CV if it is a requirement for the role e.g. enrolled nurse positions must include evidence of education)

Example 2: Student Clinical Placements

2017 3 rd year	27.02.17 – 24.03.17	Ward 7AN Orthopaedics Royal Brisbane and Women's Hospital
2016 2 nd year	14.11.16 – 11.12.16	Ward 6South Intensive Care Logan Hospital
	05.09.16 – 02.10.16	Florence Ward Mental Health The Park
2015 1 st year	07.06.15 – 05.07.15	Residential Care Mount Saint Helen's Aged Care