

Writing a Personal Statement for a Nursing Job



University of
Chester





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Contents

Writing your personal statement: 6



Writing your personal statement:

Your personal statement is your opportunity to stand out and shine. You have to be able to convince the employer that you are the right person for the job. The following booklet will aim to give you a helping hand. Don't forget that the employer doesn't want to hear that you have completed a range of placements over your three year training-because everyone has!! What they want to hear is that you are an enthusiastic, motivated newly qualified staff nurse who is not afraid to challenge or be challenged and strives for good practice and excellent patient care. How do you tell them this? How do you cope with/deal with the challenges and pressures that lie ahead

What you need to do now is reflect on your clinical experiences and academic life and identify examples of when you have been enthusiastic and motivated. Have there been times when you have risen to the challenge of your academic life or new placement? Have you observed good practice or needed to challenge what you have observed? Tell the employer how you plan, monitor and evaluate patient care.

The key to being able to write an effective, dynamic personal statement-(PS) that will create impact is to be able to:

Translate your clinical experiences into PS language:

You cannot assume that the employer reading your PS will guess what you have achieved on your clinical placements. TELL THEM!!

Think of 3 basis steps:

1. Think of the **ACTIVITY**/placement
2. What did you do- what **SKILLS** did you learn develop and use?
3. What is the **EVIDENCE**/example to prove you have the skills described?

ACTIVITY -placement	Working on a surgical ward
SKILLS -what did you do	Developed my communication and organisational skills looking after patients pre and post operatively
EVIDENCE -What examples can prove this	Whilst managing a group of patients awaiting their surgery I had to organise and plan their pre-operative care, ensuring they were prepared for theatre. I was able to discuss their post-operative care needs and answer questions- It was important to be able to listen to concerns and reassure patients who were anxious as well as relaying patient information to the nursing staff in theatre in an efficient manner.

ACTIVITY - placement	Community care
SKILLS -what did you do	Providing clinical care in the community setting as well as informing and advising patient on health promotion issues
EVIDENCE -what examples can prove this	Working with the District nurse I was able to assess and plan future care when managing the treatment of patients with leg ulcers. I discussed appropriate dressings and advised them on their day to day care. It was also important to be ready to answer questions about their treatment and mobility as well as act as a support and liaise with their GP acting as their advocate for any of their concerns

ACTIVITY -placement	DME-(Department of Medicine for the Elderly)
SKILLS -what did you do	Plan the discharge care for patients, liaising with the multi-disciplinary team
EVIDENCE -what examples can prove this	When planning patient's discharge it was important to involve the members of the team who would be providing on-going community support. This often required me to liaise with the District nurses and social workers and keeping accurate records of the care needed in the home setting. I was often in a position to be able to contribute to team meetings when the planned discharge of a patient was first discussed.

Have a go yourself in the following blank tables:

ACTIVITY -placement	
SKILLS -what did you do	
EVIDENCE -What examples can prove this	

ACTIVITY - placement	
SKILLS -what did you do	
EVIDENCE -what examples can prove this	

ACTIVITY -placement	
SKILLS-what did you do	
EVIDENCE -what examples can prove this	

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Now translate your skills and qualities into PS language:

Let's look at this from a different angle:

READ the person specification

What criteria is the employer looking for- what examples/evidence can you generate from your:

- **CLINICAL PLACEMENTS**
- **ACADEMIC/UNIVERSITY LIFE**
- **LIFE SKILLS FROM PREVIOUS EMPLOYMENT, VOLUNTARY WORK, HOME LIFE**

You cannot assume that the employer reading your PS will guess what you have achieved on your clinical placements. **TELL THEM!!**

Think of 3 basis steps:

- **SKILLS**- What criteria are you trying to match on the person specification?
- **ACTIVITY**- Placement/previous work/life skills/university life
- **EVIDENCE**- What proof have you got- Say more here.



It's the same method but you are thinking of the SKILL/QUALITY first:

<p>SKILLS-</p>	<p>What criteria are you trying to match on the person specification</p>
<p>ACTIVITY-Placement/previous work/ life skills/university life</p>	<p>Good written and verbal communication skills</p>
<p>EVIDENCE- What proof have you got- Say more here.</p>	<p>Writing assignments; nursing reports; dealing with the public in previous work roles; communicating with members of the nursing team; advocating for patients and carers. In my previous working role I was responsible for writing reports which were always accurate. This has helped me when completing my university assignments to a high standard as well as being able to write nursing plans and reports in the clinical placements. Talking to members of the public in a professional and engaging way was something I was able to do in my previous role and this has been enhanced as my confidence grew with increased clinical and nursing knowledge. Participating in ward rounds and case conferences has enabled me to use my communication skills to be able to act as the patients advocate and explain effectively how their nursing care is being managed as well as any patient concerns</p>

SKILLS-	What criteria are you trying to match on the person specification Ability to work as part of a team
ACTIVITY- Placement/previous work/ life skills/university life	
EVIDENCE- What proof have you got- Say more here.	

SKILLS-	What criteria are you trying to match on the person specification To assess care needs, develop, implement and evaluate programmes of care
ACTIVITY- Placement/previous work/ life skills/university life	
EVIDENCE- What proof have you got- Say more here.	

SKILLS-	What criteria are you trying to match on the person specification Prioritising and organising workload
ACTIVITY- Placement/previous work/ life skills/university life	
EVIDENCE- What proof have you got- Say more here.	

SKILLS-	What criteria are you trying to match on the person specification Enthusiastic, motivating and prepared to challenge practice
ACTIVITY- Placement/previous work/ life skills/university life	
EVIDENCE- What proof have you got- Say more here.	

And finally:

- Make sure you read the job description and the person specification for the job extremely carefully. Match your skills and experience to those criteria. If you don't do this, the recruiter will have to try to do it themselves
- If your personal statement is tailored to that job, the recruiter will want to meet you and this will put you at an advantage over the rest of the applicants.
- Each comment must be specific and backed up with relevant examples of your experience, achievements and most importantly, what you learnt. Clinical knowledge is key, as well as what you have learnt about yourself and your development.
- Examples can also help to bring your form to life and paint a picture of you in the clinical setting as well as getting across your personality. The kind of person you are can be just as relevant as your qualifications and experience.
- The whole of the application form must be clear, concise and well presented. Spelling mistakes and grammatical errors will suggest to the recruiter that you are not interested and haven't been able to make enough effort with your application





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