

How to Apply for Work at a Nursing Recruitment Agency as a New Nursing Graduate

Although Nursing is a fairly secure and safe field regarding job opportunities after graduating, recent graduates still need to prove their skills and expertise in order to impress recruitment agencies and land a job.

The nursing industry is incredibly important when it comes to assisting people who are sick or who have any major health issues. Thus, many graduates are eager to learn how to get a job quickly as there is always a demand for nurses. This article will explain useful tips to help recent nursing graduates improve their chances of getting a graduate job and stand out to possible employers.

A very important part of applying to nursing jobs, is to understand what kind of graduates recruitment agencies or employers are looking for, and how graduates can become this ideal candidate.

Some great tips for Nursing Graduate Students when applying for jobs at Nursing Recruitment Agency:

1. Prepare an impressive resume

- A resume will summarise information about yourself, such as your key skills, relevant qualifications, achievements during your nursing study, and personal details such as your email address and mobile number.
- You should aim for two to three pages for your resume but try to keep all the information relevant. As recruiters receive many job applications, it is important to only write about your relevant experiences, key skills, or qualifications. Do not include information such as your childhood and what made you decide to become a nurse, as this is not relevant to the position you would be applying for.
- Organise your resume neatly and clearly so that a recruiter can easily understand and learn about you before they decide whether to offer you an interview. Make sure to highlight and emphasise your key skills, experiences, and the main reasons you feel you are suited to the position.

- Lastly, you should briefly explain in your resume or Cover Letter, why you would like to work at that particular workplace. For example, you might mention the charity work the hospital does, or your interest in an area of research the hospital is involved in.

2. Remember to include a Cover Letter and any relevant documents in each application

- Adding on to tip 2, it is also a must to include at least a Cover Letter in all your job applications. This will show the employer that you are very interested in the position and are interested in not just getting a job, but also learning more about the company in which you hope to work for. Providing a Cover Letter will greatly increase your chances of receiving an interview and overall gives a better impression to the employer.
- Write and design the Cover Letter yourself as best you can. This will influence the recruiter's first impressions about you. Be sure to express why you wish to work with that employer and how you think it will help you learn and further your career. A basic Cover Letter outline would include introducing yourself, explaining why you want to work with that employer, highlighting some of your experience or skills, and offering to meet face-to-face or have a phone call with the employers.
- In addition to a Cover Letter, you will also need to prepare other relevant documents in your application such as: Health Certificates, transcripts or diplomas and any other related personal documents. Providing as much relevant information as you can will help the employer understand why you would be a good candidate for the job position.

3. Always try your hardest when applying for jobs

- Never send exactly the same resume or Cover Letter to every position you apply for. You must adjust your resume and Cover Letter depending on the job, to show the employer that you are interested in their company and their work. In your applications, try to mention key (important) words from the employer's job description. This will show the employer or recruiter that you completely understand the job requirements and can do what the job involves. For example, if the job description says you must be available to work Monday-Friday 9AM-5PM, then you must write that you can do this in your application.
- If you are struggling to find many job advertisements, it is important to not give up. Talk to your nursing classmates, teachers, or send an email to your nursing school/faculty asking for help.

- Once you know what job/s you want to apply for, it can be useful to either call or go directly to the hospitals, clinics that are recruiting to apply. Try to always apply early, as this will increase your chances of being noticed by the employer.

We hope these tips will help you feel more confident when preparing your job applications as a recent nursing graduate. If you would like any help with preparing your job applications, please contact us through email at exceptionalstudyaustralia@gmail.com, call us on 0447840939 or message us through social media.