

CV Writing Guidance

A CV is a written summary of your skills, achievements and experience that you use to apply for jobs. It's your first chance to promote yourself to an employer, and a good CV might get you a job interview.

Care roles vary significantly, so it's important to create your CV or tailor an existing CV to the job or opportunity you're applying for.

This document will help you write a great CV, ensuring you include all the information recruiters and employers will be looking for.

Include your **name, phone number** and **email address**, so employers can contact you about your application.

You don't need to include your age, date of birth, marital status or your nationality.

Include a short introduction about yourself, explaining **who you are, what you are looking to do** and **why you think you're right for the job** e.g. kind and passionate.

Include the name of any **qualifications** you have in this section, as well as the name of the **school, college** or **university** where you studied and the dates you attended.

Contact Details

John Smith
example@example.com | 555 555 555
London, England XXXX XXX

Introduction

Work History / Skills & Experience

Education History

References

References are available on request.

You may be asked to share references during the recruitment process. You don't need to list these on your CV, simply write **'References are available on request'**

References could include your **current or previous employer, a teacher** or **someone respected in your community.**

List any **previous jobs** you may have had in this section (even if not a care role). You should include the **employer name, job title, dates you worked there and what you did.**

Highlight any **skills**, particularly if they have been mentioned on the job advert e.g. good English, strong organisational skills, good with people etc. If you don't have any previous work experience, **focus instead on the skills you've learned from previous projects, work experience or volunteering.**

Make sure your CV is clear and easy to read:

- Use a clear font like Arial, Times New Roman or Calibri in size 11 or bigger.
- Use headings and bullet points to make it easier to read.
- Ask someone else to read your CV to double check your spelling and grammar.
- If you've already got a CV, make sure it's up to date with any new achievements, experiences or skills you've gained.

Additional support is available:

It's natural to feel overwhelmed or confused about how to write a CV, especially if you do not have a lot of work experience, however there are organisations which can help provide more support and guidance:

- **The King's Trust** (formerly known as The Prince's Trust) – If you're aged 16 to 30, The King's Trust can help you. They provide free application support, training courses, mentoring and financial support to help you get into a career in adult social care. Find out more on their website: sectors.kingstrust.org.uk/health-social-care
- **National Careers Service** – A National Careers Service career adviser can help you work out what your CV should say and get you on the path to your dream career. Visit their website to find out more: nationalcareers.service.gov.uk/contact-us

