



Working for Carers Factsheet

Creating a CV

A CV is a short document used to show your potential employer your education, qualifications, skills and attributes. It's a great way to sell yourself and provide lots of information.

What should my CV include?

Your CV should be made up of six sections:

- ① Personal information
- ② Personal statement
- ③ Employment history
- ④ Education history
- ⑤ Additional information
- ⑥ References

Top Tip

Your CV should be no longer than two pages.

Even if you haven't been in employment in a while, you will still have lots of skills that can be used in your CV. Read the 'Transferrable Skills' factsheet for support with this.

① Personal information

- Name
- Address
- Date of birth
- Email
- Contact number

Top Tip

Create a professional email address that includes your name. Try to avoid using words or symbols that aren't in your real name.

② Personal statement

- Your personal statement helps the employer 'get to know' you
- It's important to sell yourself and back up your experiences with examples...

"I have excellent communication skills, which I have developed through contacting professionals and services in my role as a carer."



- Create a general personal statement to start. This should cover your skills and experiences.
- If you choose to send a cover letter with your CV, then your standard personal statement will give the employer a basic background about yourself

- However, if you choose not to send a cover letter with your CV, then your personal statement should change for every application
- Use the job advert, description and person specification to create a personal statement that fits the requirements of the role

③ Employment history

- You should show your past employment, volunteering and any work experience
- The most recent experience should be at the top of the page
- Include the employer's name, dates of employment and a sentence outlining your duties. For example..

"Office administration, answering telephone calls, managing diaries, representing the company."

Top Tip

Save each CV you write to have a basic outline for future applications.



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④ Education history

- The layout of this section is very similar to the employment history
- List all the training and education you've completed in date order (most recent first)
- Gather any certificates together before you start to give accurate information

⑤ Additional information

- Additional information is for things that may be relevant to your employment
- For example; you may mention you have a driving license if the role requires travelling for work

⑥ References

- Provide at least one reference in this section, if you're able to
- Your referee cannot be a family member or friend
- Reference examples include:
 - Previous manager
 - Volunteer Co-ordinator
 - Ex-colleague
 - Previous teacher/head of year
 - GP or social worker you see often

Top Tip

Have someone proof-read your CV, and print a copy to check the layout.

Carer centres

North Tyneside Carers' Centre is your local carer's centre if the person you support lives in North Tyneside.



0191 249 6480



enquiries@ntcarers.co.uk



www.northtynesidecarers.org.uk

Newcastle Carers is your local carer's centre if the person you support lives in Newcastle.



0191 275 5060



info@newcastlecarers.org.uk



www.newcastlecarers.org.uk

Carers Northumberland is your local carer's centre if the person you support lives in Northumberland.



01670 320 025



info@carersnorthumberland.org.uk



www.carersnorthumberland.org.uk

Useful resources

Easy online CV builder: www.cvhelpp.co.uk

Reed: www.reed.co.uk/career-advice/cvs/cv-help-and-tips-cvs

Express CV: www.express-cv.com

Contact your local carers centre for employability support through the Working for Carers project.

They can also help you create a CV.

Working for Carers

Employment and educational support for unpaid carers

A partnership between Newcastle Carers, North Tyneside Carers' Centre, and Carers Northumberland.

This project is funded by the UK government through the UK Shared Prosperity Fund, with the North East Combined Authority as the lead.



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