Curriculum Vitae

[Name]

Personal Details [Address] [Phone number] [Email]

**Personal Statement**

**This section is your chance to summarise the rest of the CV, and convince the recruiter to get in touch. It is important to keep it brief, between 50-200 words and outline who you are, the skills you have to offer, and your career aim.**

E.g.

I am a [reliable, caring, compassionate etc.] individual who is [passionate] about working in the caring sector. I have gained valuable experience from my [years/number of roles] previous roles in the field working in the [voluntary/public/private] sector.

My skills are inclusive of [moving and handling, medication administration etc.]. I am looking for my next opportunity within a [type of business/sector], where I can develop my career in care further and bring real value.

**Work Experience**

**This should be brief and, as a general rule of thumb, focus on the last five years of your career, or last three roles, in chronological order with the most recent at the top. You should highlight your key achievements, and use bullet points rather than lengthy descriptions.**

E.g.

[Job Title], [Company Name] [Location]

[Date M/Y- Date M/Y]

**Achievements and responsibilities:**

• Brief role overview

• Work alongside [type of people e.g. nurses]

• Duties of the role [personal care, medication administering etc.]

**Education**

**This is your chance to talk about your qualifications, academic and vocational. This is a particularly important section for those with little experience. You should give detail about what you studied, where and when, and list them in chronological order. If you have many of one qualification, such as GCSEs you might find it useful to group them together.**

E.g.

[College/School Name]

[Date M/Y– Date M/Y]

A-levels/Course Taken:

• [Subject] – [Grade]

• [Subject] – [Grade]

• [Subject] – [Grade]

[College/School Name]

[Date M/Y– Date M/Y]

GCSEs:

• [Number] GCSEs, grades [Range], including Maths and English

Other Training Undertaken

E.g. Moving and Handling

**Hobbies and Interests**

**This section is not essential to include, but you may wish to depending on the role you are applying for. It can be a useful chance to show a little more of your personality. However, be warned this can be very subjective, ensure anything listed here reinforces your application, and the idea that you’ll be the right fit for the role. If you don’t have any real relatable hobbies, it is probably best to omit this section.**

E.g.

I organise a weekly [sport] game, manage bookings, transport and help to coach the team.

Undertook a [course] in order to improve my [skill].

**References**

References are available upon request.