

WHAT YOU NEED TO KNOW WHEN WRITING A CV

A CV is your opportunity to sell yourself and impress whoever is reading it. It is an opportunity to get your foot in the door and in front of someone face to face / via video or phone.



An ideal CV will be tailored to the job you are applying for



Put the most important things first!

Where do you start with putting a CV together?

CVs are usually your life in reverse so the most recent things go first – your most recent job first or your most recent education, e.g. college, followed by secondary school.

Presentation: The content is simply presented for both scanning and reading.

Heading: Good heading with name in bigger font and contact details at the top. Leave out the home address but include village/ town, interviewers will want to know if it is a reasonable commute for you.

Personal profile: Be very clear on your experiences and abilities and give examples to illustrate it. The length of the personal profile statement should be around four short sentences.

Achievements: A good addition as an employer will initially only scan the first page of a CV. Ensure they are relevant to the role you are applying for.

Education: Usual only to put secondary education and universities – you don't have to put grades on if you don't want to.



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Employment: Put the most recent job down if you have worked. Dates include months, which give the prospective employer a much better idea of the duration of each employment rather than just mentioning the year. If possible, focus on what you added not simply a list of tasks, how what you did benefitted the company. e.g. "Reconfigured store room to enable colleagues to find things more quickly".

Clearly mentions the tasks, duties and responsibilities of the jobs you have held. Mention any achievements as well, e.g. "Successfully completed project on time, to budget", "Received an award for...", "Introduced cost savings of £xxx,xxx" – quantify them if possible

Qualifications: Optional part of a CV that can be used to mention any further qualifications or training courses that are relevant to the job.

Hobbies: You can list hobbies that are non-job related as it gives the employers a more rounded view of a person as long as it isn't just "watching Netflix". List hobbies might be related or relevant to the job.

References: Who do I select as a reference? References are usually contacted after an employer has decided they would like you for the job. It would usually be your last employer, or Head of a 6th form, university department.



How to explain your role as a carer:

If you are comfortable, explain that you are a carer in your CV. If you have gaps in CV – explain your caring role if this is the reason.

FACTS TO REMEMBER:

- CV should be no more than 2 pages
- make sure your name and contact details are included near the top so they can invite you to the interview
- beware of having silly email addresses
- tell the truth
- careful of your social media presence and privacy settings - at least 50% of employers will check this.
- ensure there are no gaps in your CV.

RECOGNISING YOUR SKILLS

You have great skills and experience, it's just recognising them. When writing your CV or and putting together a personal statement think about:

Education: Highlight your GCSE'S, College and University degree.

Courses: You may have done at course or some training at college, or have special qualifications such as Duke of Edinburgh Award, or St John Ambulance First Aid, for example.

Volunteering: You may have fundraised to support of the person you care for, or taken part in some volunteering over the weekend at a charity shop or carer centre.

Hobbies: You can list hobbies that are non-job related as it gives the employers a more rounded view of a person as long as it isn't just "watching Netflix".



Your role as a young carer and young adult carer

If you are comfortable to, highlight your caring role. Chances are, you've picked up lots of amazing skills! For instance:

Organisation: e.g. calling the pharmacy, booking appointments, knowing when things day today need prioritising.

Personal and practical: e.g. providing personal care, helping someone get dressed, washed, go to the toilet, or get out of bed.

Time management: e.g. studying, employment and their caring role.

Financial: e.g. shopping, paying bills, managing the household budget

Resilience: e.g. you are able to stay strong for the person you care for, keep going even when things can be hard.

Soft skills / communication: e.g. you communicate with carer centres, support workers or health care professionals.

Dedication and empathy: e.g. you understand the problems and needs of the cared for, and are very conscious of the important of the role you play.

President: Her Royal Highness The Princess Royal.

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