



# 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](mailto:enquiries@ntcarers.co.uk)



[www.northtynesidecarers.org.uk](http://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](mailto:info@newcastlecarers.org.uk)



[www.newcastlecarers.org.uk](http://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](mailto:info@carersnorthumberland.org.uk)



[www.carersnorthumberland.org.uk](http://www.carersnorthumberland.org.uk)

## Useful resources

**Easy online CV builder:** [www.cvhelpp.co.uk](http://www.cvhelpp.co.uk)

**Reed:** [www.reed.co.uk/career-advice/cvs/cv-help-and-tips-cvs](http://www.reed.co.uk/career-advice/cvs/cv-help-and-tips-cvs)

**Express CV:** [www.express-cv.com](http://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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