

Useful Websites

Newcastle Carers is your local carers centre if the person you support lives in Newcastle upon Tyne.

Website: www.newcastlecarers.org.uk

Email: info@newcastlecarers.org.uk

Phone: 0191 275 5060

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

Website: www.northtynesidecarers.org.uk

Email: enquiries@ntcarers.co.uk

Phone: 0191 643 2298

Carers Northumberland is your local carers centre if the person you support lives in Northumberland.

Website:

www.carersnorthumberland.org.uk

Email: info@carersnorthumberland.org.uk

Phone: 01670 320025

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 in one go.

Top Tip: Your CV should be no more than two pages long.

WHAT SHOULD MY CV INCLUDE?

Your CV should be made up of six sections listed below:

Personal Information	
Personal Statement	
Employment History	
Education History	
Additional Information	
References	

As a carer, you may have been out of employment for a while, don't worry! You have lots of skills that you identified when working through the Transferable Skills Fact Sheet that will really sell your potential in your Personal Statement.

PERSONAL INFORMATION

- Name
- Date of Birth (optional)
- Address
- Contact number(s)
- E-mail

Top Tip: Create a professional e-mail address that is made up of your name. Try not to use numbers if possible but definitely avoid symbols and x's!

Contact your local carers centre for support around employability skills or join one of our online sessions!

Useful Websites

Easy Online CV Builder

Free online CV builder with templates and tips.

Website: www.cvhelp.co.uk

Reed

CV help and tips.

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

Express CV

Online CV builder and templates.

Website: www.expresscv.com

Total Jobs Personal Statement Support

This website contains examples of Personal Statements.

Website: <https://www.totaljobs.com/advice/how-to-write-a-personal-statement-for-a-job>

Top Tip: Save each CV you create so if you apply for a similar job you already have a basic outline.

PERSONAL STATEMENT

Your personal statement is the part of your CV that the employer reads to help them 'get to know' you. It's important to sell yourself; every statement you make about your experience must be backed up with an example e.g.

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

Your first step when creating a Personal Statement is to create a general one that covers all of your skills and relates to different experiences in previous employment, volunteering and as a carer. If you choose to send a cover letter with your CV as application for a job then your standard personal statement will give the employer a basic background about you.

Top Tip: Use your Transferrable Skills list to prompt your personal statement

If you choose not to send a cover letter with your CV then your Personal Statement should change for every application. You should use the advert, job description and person specification to create a personal statement that fits the requirements for the job including examples from your experience.

EMPLOYMENT HISTORY

This section should show your past employment, volunteering and any work experience you may have completed. You should put your most recent at the top and work back from there.

Include the name of the employer, dates of employment and a sentence outlining your duties e.g. *Office administration, answering telephone calls, managing diaries, representing the company.*

Contact your local carers centre for support around employability skills or join one of our online sessions!

Useful Websites

Easy Online CV Builder

Free online CV builder with templates and tips.

Website: www.cvhelp.co.uk

Reed

Website for CV help and tips.

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

Express CV

Online CV builder and templates.

Website: www.expresscv.com

EDUCATION HISTORY

The layout of this section is very similar to the employment history; list all of the training and education you have completed in date order, most recent first. It is always helpful to gather all of your certificates together before you start this process so you can give accurate information.

ADDITIONAL INFORMATION

This section is for anything else relevant to your employment that could be useful; your employment may be working from home so you could need a laptop and internet access. Or, you could travel for work so a full driver's license would be mentioned here.

REFERENCES

It is helpful to provide at least one reference in this section, they may be a personal or professional reference. Your referee **can not** be a family member or friend.

REFERENCE EXAMPLES:

- Previous Manager
- Ex Colleague
- A GP or Social Worker that you see often
- Volunteer Coordinator
- A previous Teacher / Head of Year / Head Teacher

Top Tip: Have someone proof read your CV and print a copy before sending it to check the layout.

Contact your local carers centre for support around employability skills or join one of our online sessions!