

CVS AND COVERING LETTERS



Who is this for?

Unpaid carers and former carers who are looking to move into employment or change jobs

Writing a CV

A good CV is one or two pages of A4, and includes the following:

Personal details: name and contact details

Personal statement: short summary of your skills and career goals.

Work experience: job title, organisation, employment dates and main responsibilities.

Education: institution, dates and qualifications.

Skills and achievements: in and outside work

You can also add your **hobbies**, and note that **references** can be provided on request. Ask one or two people if they would be happy to provide a reference. This could be a manager, colleague, tutor or other professional.

Your caring role

You can mention your caring role on your CV, but this is up to you. It may help an employer understand any gaps in your work history.

Think about the skills you have gained as a carer as these may be useful in the workplace.

For example, you might have gained skills in time management, form filling, budgeting and negotiating.

Writing a CV that will make you stand out can seem daunting, but you can get help from employment support services.



“I didn’t know where to start, your local carers centre may be able to help you, but with guidance and support from my Employment Advisor I was able to put together a great CV and covering letter which got me to an interview and then a job.”

Participant registered with a local employment support service aimed at carers.



Writing a covering letter

When writing a covering letter, do your research:

- Find out about the organisation – what they do and who they work with.
- Learn more about what the role involves, and the skills needed to perform the job.

You will need to demonstrate that you meet essential criteria for the job. Read the job description carefully, so you understand what is required for the role, for example experience, skills and qualifications.

Think about what you have achieved in previous jobs, as well as any skills and experience you may have gained in a volunteering role or as an unpaid carer.

Tell the employer how your skills and experience make you a strong candidate.



Further information

National Careers Service:

<https://nationalcareersservice.direct.gov.uk> or
0800 100900

Learning for Living:

www.learning4living.org

An online resource to help you recognise skills you have gained as a carer.

CV Library:

www.cv-library.co.uk/career-advice

Monster:

www.monster.co.uk/career-advice

Reed:

www.reed.co.uk/career-advice

Your notes