



# CAREER PROGRESSION PACK

# HOW TO WRITE A CURRICULUM VITAE

## A CURRICULUM VITAE (CV) MIGHT BE USED FOR TWO REASONS:

- 1. A job advertisement asks you to apply using a CV, or 'in writing'.**
- 2. You want to make a speculative approach to an organisation which isn't actually advertising vacancies.**

In both cases a CV should be accompanied by a covering letter. The letter and CV together make up a package which is marketing you and the aim of which is to get you an interview. Your CV should be well presented, concise and interesting enough to whet the employer's appetite. For this reason, some people change the emphasis of their CV for each employer. Although one side of typed/word-processed A4 can be sufficient, it is usually better to use two sides (separate sheets), taking care not to split a section across the two pages.

Give a great deal of thought to your CV. It is, in effect, a self-portrait. All CVs contain the same basic information (education, work experience etc.) and most new graduates will have very similar histories and qualifications. However, each of you is a unique individual; the skill lies in emphasising your uniqueness, your skills and successes. of life, promote community cohesion and prepare learners and staff for a constantly changing world.

## A CV SHOULD ALWAYS INCLUDE:

**Personal details:** Full name, Address(es) and Telephone Number(s) with relevant dates at each, Date of Birth, Email Address if appropriate.

**Education:** Give the name of the training provider, the exact title of your course and some information about areas covered and options taken. Similarly, give the name of your school and list your qualifications. If you have a large number of GCSEs, indicate how many and list core ones such as Maths and English and others that you think are relevant to your application e.g. a language, computing etc.

**Work Experience:** Make the most of placements, vacation or part-time work. Don't omit jobs just because they sound menial - the fact that you got one shows initiative. Describe the most relevant and interesting aspects of such employment so as to give evidence of skills and qualities sought by employers.

**Interests/Activities:** Try to elaborate a little rather than simply giving a list, but don't be tempted to invent an exotic hobby just to impress.

**Referees:** You will be expected to nominate at least 2 referees; one should be someone who can comment on your academic experience and performance, the other should concentrate more on character, personality and non-academic skills (perhaps a former employer or family friend). Be sure to give the correct title, name and full address, including a daytime telephone number if possible, and indicate the referee's status and relationship to you

Ask permission before quoting anyone as a referee. This gives you the opportunity to talk things through (what sort of job you're applying for, why you're interested and think you're suitable etc.) and helps you to decide whether your choice of referee is sound.

Give each referee an up-to-date copy of your CV and let them know what you have said in each application. That way they will be better able to illustrate and expand on what you have said and emphasise the most relevant aspects of your character and experience. Don't forget to thank referees for their time, effort and support. They will usually have taken a lot of trouble over each reference and, besides, you never know when you may need their help again. [Note: Where space is at a premium on your CV it is often acceptable to write 'References available on request'.]

## POINTS TO REMEMBER WHEN COMPILING YOUR CV:

- Be consistent in layout and presentation, e.g. with headings and reverse chronological order.
- Don't split sections between pages.
- Allocate space in relation to the importance of the information.
- Don't leave gaps in your history.
- Avoid very long sentences.
- Explain abbreviations and acronyms.
- Give evidence and examples to support the claims you make.

When you have drafted your CV you might like to call into the Careers Advice Service where a Duty Careers Adviser will be happy to discuss it with you.

## CV EXAMPLES

There is no 'right' way to compile a CV and the three examples at the end of this leaflet demonstrate very different approaches. All three CVs are designed to cover two pages; if you are required to submit an 'outline' CV then you should aim for one side only and concentrate more on factual details.

- Ibrahim Ali's CV is a straightforward example where the job sought relates to the subject studied. The inclusion of specific modules is designed to show a range of experience and 'hard' evidence of teamwork skills is provided by project details.
- The skills and experience profile in Maria Abdi's CV demonstrates how her earlier work history and current course can be used in support of her proposed career change.
- Muna Roble's CV and covering letter combine to highlight the relevance of her work experience and positions of responsibility to a post in a very competitive area.



### Other resources:

- <https://nationalcareersservice.direct.gov.uk/>
- <https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv>
- <https://barclayslifeskills.com/i-want-help-applying-for-jobs/left-education>
- <https://jobs.theguardian.com/careers/cv-advice/>
- <https://www.ucas.com/careers/getting-job/how-write-cv>

# THE COVERING LETTER

A well-worded covering letter is an integral part of your 'sales pitch'. It should grab the attention of recruiters and persuade them to take your application seriously. It is your opportunity to express your individuality, to stand out from the crowd. Above all, it is where you get across the two most important messages: why you are interested and why you are suitable.

To achieve these aims, the letter needs to be tailored to the job and organisation (especially if you use an all-purpose CV) and should offer evidence of your suitability. You can highlight areas mentioned in your CV, bring in other information which shows you have the qualities sought, then draw all this evidence together to make your case. Be positive – even if you don't meet all the requirements – and emphasise your potential contribution to the organisation more than the benefits of the position to you.

Such a letter is fundamental to any job application using a CV, whether speculative or in answer to an advertisement. If you're sending a speculative letter, make it clear what you're applying for (permanent job, industrial placement, work experience etc.) and be as specific as you can – a desire to become an activities worker or an advocacy worker is more likely to elicit a response than yet another "I'd love to work in health and social care". Research the job and organisation thoroughly and send your letter to a named individual in the most relevant part of the organisation.

Should the letter be handwritten or typed/word-processed? Read the employer's instructions carefully – you may not have a choice! If your handwriting is neat and legible, you may opt for the personal, 'just for you' approach; on the other hand, a typed letter is usually easier to read, looks more business-like and probably allows you to get more on the page.

## Finally, some practical points:

- Use one side of plain, white A4 paper of good quality and make sure that your text is clear and positioned well on the page.
- Mention the job title, reference and where advertised (if appropriate).
- Say who you are and why you are writing.
- Remember that the letter itself should be an example of good written communication skills – check your grammar, spelling, clarity and logic.
- End 'Yours sincerely' if you have named the recipient, otherwise 'Yours faithfully'.
- Print your name clearly under your signature.
- Keep a copy.

**Examples of covering letters follow and you can find other letters on the Prospects website.**



# COVERING LETTER 1



**Muna Roble's letter is speculative in that it is not responding to an advertised vacancy and it is aimed at a very competitive field. It must highlight key aspects of Muna's experience and skills and demonstrate their relevance to the position sought.**

10 Logic Lane  
London  
LN12 1AB

01.01.2019

Ms Kate Mitchell  
Managing Director  
Cheerful Care  
London  
LN1 1CD

Dear Ms Mitchell,

I have just completed a Level 3 90-Credit diploma in Health and Social Care and would like to become a Care Worker at Cheerful Care.

I have been interested in care work for a long time, and you will see from the enclosed curriculum vitae that I have had work experience in two care homes before. This experience has confirmed my long-term ambition to work as a care worker and has also stimulated a particular interest in dementia care. As a result of my course I am familiar with the types of dementia and their impact on the service-user, and I believe this will help in my position at Cheerful Care.

I believe that my work experience offers evidence of the organisation skills and adaptability needed in health and social care. My achievement of the L3 HSC course shows my ability to manage time efficiently and my attention to detail.

I hope my skills and experience outlined above, the additional information in my curriculum vitae, and my enthusiasm for care work will be of interest to you, and I look forward to hearing from you soon.

Yours sincerely,

Muna Roble

# COVERING LETTER 2



**Ibrahim Ali's letter is in response to an advertised vacancy and as such can be briefer than a letter to accompany a speculative application. Nevertheless, it needs to link the job applied for with the skills and qualifications outlined in the CV.**

(Address)

(Date)

Mr A Widget  
HR Manager  
Smiley Care  
Birmingham  
B112 ABC

Dear Mr Widget

In response to your advertisement on Reed, I would like to apply for the position of Activities worker at Smiley Care and enclose my curriculum vitae as requested.

My work experience and level 3 course in Health and Social care enabled me to develop a solid grounding in health and social care principles and their practical application in industry today. You will also see from my curriculum vitae that I completed a number of units, including communication in health and social care and principles of teamwork and multidisciplinary working in health and social care, which I think will be useful as an Activities Worker. As a result of these units, I am committed to a career in care, specifically Activities planning, and I am particularly interested in working for Smiley Care.

I would welcome the opportunity to discuss my application at interview and look forward to hearing from you.

Yours sincerely,

Ibrahim Ali

# CURRICULUM VITAE 1

Ibrahim Ali

1 January 1996

IAli@gmail.com

17 London Lane, London, LO12 AB1

07 123 456 789

## EDUCATION

- 2016 Beacon Education Partnership - 90 Credit health and social care diploma Level 3  
Modules Studied:  
Health, Safety and Infection Control; Person-Centred Care; Communication; Safeguarding and Duty of Care; Equality, Diversity and Rights; Teamwork and Multidisciplinary Working; Record Keeping; Dementia Care; End of Life Care.
- 2012 Brent School - GCSE's including Maths and English

## WORK EXPERIENCE

- 2016-2018 Carer at Happy's Care Home  
Responsible for helping clients to ensure that their requirements are met as directed by their care plan. Assisting clients to live as independently as possible by helping them to run errands, do their laundry & go shopping.
- 2015-2016 Volunteer at Flower Retirement Home  
Responsible for helping with activities day-to-day such as films, chess, bingo etc. and ensuring service-users are kept entertained throughout the day.

## ADDITIONAL SKILLS

Clean driving licence. Fluent in Somali. Computer literate in a number of packages including Microsoft Word.

## INTERESTS AND ACTIVITIES

In my spare time I like to travel, I particularly enjoy skiing, and I like to both play and watch sports with friends.

## REFEREES

Ms P Knutt (Manager)

Happy's Care Home

Lucky street

LO12 ABC

Tel: 07 098 098 098

Ms A Bridge (Care Worker)

Flower Retirement Home

Care Street

LO9 BCA

Tel: 07 123 123 123

# CURRICULUM VITAE 2

## MARIA ABDI

An experienced care worker with excellent teamworking and communication skills and up-to-date IT knowledge acquired through work and a Health and Social Care qualification.

## EDUCATION

### Level 3 90-credit Health and Social Care - Due to achieve 2018

Modules studied: Health, Safety and Infection Control; Person-Centred Care; Communication; Safeguarding and Duty of Care; Equality, Diversity and Rights; Teamwork and Multidisciplinary Working; Record Keeping; Dementia Care; End of Life Care.

GCSEs - 2000 Lala secondary school. GCSEs including Maths and English

## WORK HISTORY

### Birmingham Care Home - 2010-2018

Care Worker

Responsible for helping clients to maintain their comfort by ensuring that their requirements are met. Assisting clients to live as independently as possible through assistance in various day-to-day tasks.

### Happy Happy Home - 2002-2010

Care Worker

Responsible for caring for elderly residents using a full range of care practices and organising daily activities for the care home and residents.

### City Care - 2000-2002

Volunteer Events Co-ordinator

Responsible for organising daily activities for those in the care home and planning days out and visitors to entertain the residents.

## INTERESTS AND ACTIVITIES

In my leisure time I enjoy day trips with my family, reading and dancing. I am currently studying for a Level 3 health and social care course in my spare time.

## SKILLS AND EXPERIENCE PROFILE

Team working: I have learned how to work in a team through most of my work experience - especially in planning days out for the residents as it involves a lot of planning and supervision between team members and groups. I also planned team meetings for the days out so that we could all work together to the best of our abilities.

## PERSONAL DETAILS

Address: 32 Long Lane, Birmingham, B12 34A

Email: amarshall@gmail.com

Telephone: 07 123 456 789

## REFERENCES - AVAILABLE ON REQUEST



# CURRICULUM VITAE 3

## MUNA ROBLE

Address: 10 Logic Lane, London, LN12 1AB  
Telephone: 07 567 891 011  
Email: MRoble@gmail.com

## EDUCATION AND QUALIFICATIONS

2018 Beacon Education Partnership  
**Level 3 90-credit Diploma in Health and Social Care**  
Modules studied:  
Health, Safety and Infection Control; Person-Centred Care; Communication; Safeguarding and Duty of Care; Equality, Diversity and Rights; Teamwork and Multidisciplinary Working; Record Keeping; Dementia Care; End of Life Care

## WORK EXPERIENCE

2015-Current Sunnyside Senior Care  
**Care Worker**  
Responsibilities included caring for the elderly and their day-to-day needs and dealing with their families. Passed on information regarding further care needed and options for care.

2010-2015 Great Care  
**Care Worker**  
Responsibilities included day-to-day care for service-users and help with daily activities such as games and reading sessions.

## INTERESTS AND ACTIVITIES

I like to travel with my family, and in my spare time I like to swim and ice skate.

## ADDITIONAL SKILLS

I have a clean driving license, can speak fluent Somali and have a basic knowledge of Microsoft Word.

## REFEREES

Mr B Russell  
Supervisor at Sunnyside Senior Care  
Loud Lane  
London  
LO12 45A  
07 876 543 210

Ms A Beaver  
Manager at Great Care  
Loop Lane  
London  
LO21 54A  
07 765 432 109

# INTERVIEW QUESTIONS AND TIPS

There are several types of interview which you may be invited to after applying for a job:

**Telephone interview:** used before a face-to-face interview, it gives the interviewer the chance to find out what type of candidate you are. Prepare by having your CV and some notes with you during the call. Try to speak and answer confidently.

**Group interview:** for this you will be interviewing in a group with other applicants. It could consist of a number of team building activities or questions so that the interviewer can see how you interact with one another and shows that you can work well within a team.

**Face-to-face interview:** first impressions are everything, make sure you look approachable by smiling, making eye-contact and being enthusiastic during the interview, prepare beforehand.

## TOP INTERVIEW QUESTIONS

- What is your greatest strength? ...
- What is your greatest weakness? ...
- Why are you leaving or why have you left your job? ...
- What are your salary expectations? ...
- Why do you want this job? ...
- How do you handle stress and pressure? ...
- Describe a difficult work situation or project and how.
- What are your goals for the future? ...

## TOP INTERVIEW TIPS

- Research the company and the role
- Consider your appearance
- Focus and be prepared
- Smile. A smile goes a long way to breaking the ice
- Ask something, always have a few questions you can ask
- Make notes. Creates an impression that you are interested
- End positively. This could be as simple as "I'm looking forward to hearing from you"



<https://www.prospects.ac.uk/careers-advice/interview-tips>

<https://www.monster.co.uk/career-advice/article/interview-tips>

<https://nationalcareersservice.direct.gov.uk/get-a-job/interview-advice>

# JOB ROLES IN SOCIAL CARE

There are lots of different job roles in social care; it just depends what you're interested in, who you want to work with and where you want to work.

Click on the link below to go to a jobs list then click on a job to find out more about each role and the skills, qualifications and experience you might need.



<http://www.skillsforcare.org.uk/Careers-in-care/job-roles/Job-roles-in-social-care.aspx>

## DIRECT CARE ROLES

These roles involve directly working with people who need care and support

### Activities worker

You'll organise social activities for people who need care and support, including trips out, entertainment and supporting people to take part.

### Care worker

You'll support people with all aspects of their day to day living, including social and physical activities, personal care, mobility and meal times. Various roles are available in the private sector and the NHS.

### Personal assistant

You'll support an individual to live as independently as possible, usually in their own home or in the community.

### Rehabilitation worker

You'll support people to live independently, often following an illness or accident, and help them access support with housing, finance, social activities and life skills such as cooking or budgeting.

### Advocacy worker

You'll support vulnerable people to have their voice heard and ensure that their best interests are taken into consideration when decisions are being made about their lives.

## MANAGEMENT ROLES

These roles involve managerial responsibility where you could be responsible for managing a small team, or be the CEO of an organisation.

### Team leader or supervisor

You'll lead or supervise a team of care workers to ensure they provide high quality care and support.

### Manager

Depending on your level, you'll be responsible for the day to day running of the organisation, ensuring it meets standards and managing budgets and contracts.

### Specialist coordinator, such as dementia or end of life care coordinator

You'll specialise in one area of care such as dementia or end of life care and take responsibility for training staff and putting policies in place.

Beacon Education Partnership  
85-87 Bayham Street  
Camden | London NW1 0AG

T: +44 (0)20 7788 4007  
E: [info@beaconeducationpartnership.org.uk](mailto:info@beaconeducationpartnership.org.uk)  
[www.beaconeducationpartnership.org.uk](http://www.beaconeducationpartnership.org.uk)

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