

How to Write a CV for a Care Support Job

Writing a CV can seem daunting and difficult, but it doesn't have to be. Simple tips and easy to achieve goals can help you create a great CV and prepare you for an interview.



1 Personal Information

Personal information includes your full name, address, telephone number and email address if you have one. If you don't have an email address you could ask a friend or family member to use theirs or alternatively you can leave it blank.

Top Tip: *You do not have to write your date of birth or ethnicity.*

2 Experience

Employers expect a brief paragraph describing who you are, your reason for applying for the job and what you can bring to the role. If you don't have experience caring for someone you could describe your personal skills and experience from other jobs that may apply to the job.

Top Tip: *Make sure you mention everything they've written in the job description that is applicable to you and your skills.*

3 Key Skills

Potential employers are reading your CV to see if you have the personal skills and qualities to care for someone. Key skills can include cooking, multi-tasking, and good timekeeping and qualities can be anything from being friendly and polite to self-motivated and kind.

Top Tip: *Your key skills are where you shine. So really think about what you're most proud of. Are you a good listener? Are you calm under pressure or in difficult situations? These are the things employers are looking for, so include them in this section.*

4 Education

If you haven't got many qualifications or training. Do not fear. A care and support employer is mainly interested in who you are as a person, and will often help you earn a Care Certificate for free whilst training. So you will become a qualified care support worker.

Top Tip: *Start by writing your most recent qualifications/training first. You do not need to put your grades if you don't want to.*

5 Employment History

Whether you've had one job or ten, relevant employment history is important. Choose the jobs you think are most relevant to care work and bullet point the key tasks and responsibilities you had in the role. Then list your other roles in a separate column – this should include job title, employer name and the dates you were employed.

Top Tip: *Don't be worried that you may not have a lot of work experience. It's not as important as being reliable and kind – and employers will see this in your key skills section.*

6 Keywords

Words you may want to include in your CV to showcase your work and personal skills are;

- **Reliable/Punctual** – you'll turn up ready to work and on time.
- **Kind** – you're thoughtful and put the service users needs first.
- **Caring** – you listen and respect service users and care for them.
- **Communication skills** – you're good at talking to people .
- **Patient/Respectful** – you are calm and considerate of the service users needs and abilities.
- **Hard-working** – you take the work seriously and do it well.
- **Motivated** – you keep going even when you may be tired or having a tough day