



Applying for a job – Example of a CV

Jackie Smith, 64 Front Street, Anytown, Surrey RH1 8ZX

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Personal Profile:

I am an enthusiastic and motivated college leaver seeking my first full-time job in the care industry. I have excellent interpersonal skills which I have developed through work experience in a Nursing Home, specialising in dementia care. I enjoy working with the elderly and my Health and Social Care qualification has given me a good understanding of the expectations and high standards required by this industry. I am keen to learn, get on well with others and would be a reliable and conscientious employee.

Education and Qualifications:

Clovervale High School and Sixth Form, Upper Ground, Anytown

2011 BTEC First Diploma in Health and Social Care - Merit

Functional Skills Literacy and Numeracy Level 2 - Pass

2010 GCSEs English Language D, English Literature D, Maths E, Science EE, Art C, PE D, Food Technology C

Work Experience:

2009-present Care Assistant, The Priory Rest Home, Anytown

In this part-time position, I am responsible for the general care and well-being of residents, supporting daily activities and serving their meals. I respond to residents' needs in a friendly, sensitive and professional manner. A number of residents have advanced dementia and I have had additional training to support this work. I also ensure that visitors are greeted and looked after.

Skills and Achievements:

- Confident in dealing with a wide range of people
- Able to work as a positive and supportive team member
- Successfully organised and promoted a fundraising party at the Nursing Home
- Course Representative on the Student Union



Referees:

Mrs C Graves

Mrs P Dixon

Head of Sixth Form

Manager

Clovervale High School

The Priory Rest Home

The Upper Ground

Anytown

Anytown RH10 8TD

West Sussex RH17 4HS