# Home Groups CV template

Welcome to our CV template. If you don’t already have a CV, you can use this template to apply for our roles and we’ve provided some helpful hints and tips on what to include in this as well.

We’ll use your CV and covering letter/cover note to assess your suitability for the role. Use it to tell us about your skills, abilities, experience and qualifications; focusing on what is relevant for the role based on our job description.

It’s best to keep your CV short and succinct, no more than two A4 pages will do just nicely. Keep it professional and don’t include unneccesary information such as your date of birth, as we don’t need to know that. But do let your achievements and personality shine through as that’s what’s important to us!

CV’s do take a while to pull together and include lots of information, (such a previous employment dates), that you might need to dig out and find; so put the kettle on, enjoy a cuppa and set some dedicated time aside to do this. Putting the hard work in now and pulling together a really great CV, will grab our attention and get you to the next stage of interview.

Good luck and we look forward to receiving your application!

(Add in your full name here)

Address: (add in your current postal address and postcode here) Telephone: (include your mobile number first and any landline you can be contacted on)

Email: (add in your contact email address)

Profile

This is the section which is going to grab our attention, so don’t be shy and tell us all about you. Write a short and snappy statement, showing us your experience and transferable skills. Focus on what skills and expertise you have gained throughout your previous jobs and what you enjoy doing.

Key skills

List any key skills here with examples of how you have used them so we can quickly and easily see what skills you have relevant to the role being advertised.

It’s important to highlight the skills that you have gained throughout your previous roles that are transferrable e.g. if the role is asking for communication skills, put them in this section with an example of how you have used them successfully.

Some examples of key skills could include:

* Supporting vulnerable people
* Person centred planning
* Working alone and using initiative
* Creative spark

Career summary

In this section, tell us briefly about your previous roles, what you did in them and highlight any key achievements or skills. You may want to include why you left the job, but this isn’t necessary.

Remember to include what your job title was, the company name you worked for, the location of the role and dates when you worked in this role, like below:

|  |  |  |  |
| --- | --- | --- | --- |
| Dates to and from | Job title | Company name | Location |

Also include details of previous jobs you’ve had and details of any gaps in employment, giving a reason for this, such as becoming a parent/carer, travelling or taking a career break. Any jobs older than 10 years can be listed as earlier experience and just the dates to and from, job title and company name can be included.

Professional development

In this section, you’ll want to include a list of any relevant professional training courses or qualifications that you’ve completed in previous roles such as:

* Health and safety
* Manual handling
* Safeguarding children

Education

Add in your education history here; starting with the most recent and include the dates and qualifications you gained;

|  |  |  |
| --- | --- | --- |
| Dates to and from | School/educational establishment | Location |

Key IT skills

Include any computer applications you are comfortable using such as Word, Excel, PowerPoint, Publisher and level of proficiency e.g advanced, intermediate, beginner etc

Important information

Ideally it’s great to include a section which includes other important information such as :

* Do you hold a current driving licence?
* Do you speak any other languages fluently?
* Any other relevant information that makes you brilliant and could give you an edge over someone else?

Interests

Whilst it’s important to provide us with information about your previous roles, experience, skills and qualifications, we also want to know about you!

In this section tell us about what you like to do in your spare time, any hobbies or interests you might have and what you like to do outside of work.

References

We’ll **only** ask for references if you’re offered the role. Your referees should be your most recent and previous employers within the last three years or if you haven’t been working, an academic, or a personal reference from someone that knows you well.