CV: Full Name

Address:

Tel:

E-mail address:

Provide a brief overview of yourself, your skills, where your interest in working with children / young people / adults with disabilities / additional needs came from and the role you are now seeking. Make the reader want to continue reading!

**Education**

|  |  |  |
| --- | --- | --- |
| **Institute** | **Dates** | **Course/Grade** |
| **Name of university etc.**  **Location** | Month, year to Month, year | Subject grade |
| **Name of college etc.**  **Location** | Month, year to Month, year | Subject grade |
| **Secondary School**  **Location** | Month, year to Month, year | (Brief!) Summary of qualifications |
|  |  |  |

**In-house Training** (Make sure you also include the year you completed the course).

**Additional Qualifications / Courses**

* E.g. First Aid, Year
* E.g. Makaton Signing, levels 1-8, Year
* E.g. Manual Handling, Year

**Relevant Placement Experience**

(Include start dates as well as a description).

**Employment**

**Current / Most Recent Position**

**Name of Organisation/Employer, location Job Title / Role**

**Month / Year from – Month /Year to**

Description of your current or most recent job/role. Describe the children/clients/young people you have supported. State their ages at the start of the job, what type of disabilities or additional needs they had, and specific duties. Most importantly, describe how you worked with the child or client; did you help their communication, development, independence, social or life skills etc. Did you implement their therapy programmes and how did that assist the child or client? Your CV will be sent to clients so make sure it is ‘family friendly’ and really describes what you do/did & how that benefitted the child or client. This should be your **most recent position** – then work backwards. For confidentiality, do not include client’s names for jobs with private clients, state ‘private client’ and general area, e.g. Private Client, London SW3, for example.

**Name of Organisation/Employer, location Job Title / Role  
Month / Year from – Month /Year to**

Your next most recent job. Description of your role, explain what you did highlighting relevant skills. Keep it professional but also allow your passion for working with people with disabilities shine through.

**Name of Organisation/Employer, location Job Title / Role**

**Month / Year from – Month /Year to**

Next most recent job.

**Name of Organisation/Employer, location Job Title / Role**

**Month / Year from – Month /Year to**

List all the jobs you have previously done, it shows a good work ethic and you may have skills that are unexpectedly helpful. Your CV should tell your story and professional development. Explain any gaps. Elaborate on jobs that are relevant, provide a summary for those that are not. Don’t add what your wage was.

**Personal Interests / Voluntary Work**

Describe your interests, hobbies/any voluntary work. If you drive, are a car owner, if you have a current DBS and are on the Update Service etc.