

**Name**  
**Town**  
**Mobile**  
**Email**

**Profile:**

*What are you are looking for and what are your key skills?*

E.g. I am looking for a full-time position in the adult care sector. I am fully flexible and able to work days, evening and weekends. I am an active listener and will always put the needs of the individual first. I also have a very caring nature, a desire to help people and am committed to providing the highest quality of care.

**Employment History:**

*Please put your employment history in reverse chronological order (the most recent first)  
 You can do this in any format so long as it covers the following:*

**Job Title, Company, Dates**

*Main duties*

*Skills*

*Top Tip: If there is a gap in employment include the reasons for this.*

For example:

**Care Assistant, Care Company Ltd, Jan 2017 - Present**

Providing person-centred care to older people and people living with dementia. This included: personal care such as going to the toilet, having a shower and getting dressed; supporting at meal times; taking to appointments; getting involved in activities; and engaging with service users to ensure their emotional needs were met.

*My main skills from this job are:* compassion; commitment; timekeeping; listening; organisation; respect; overall communication; and patience.

**Volunteering:**

*Employers love people that go the extra mile. If you have any volunteer experience, then list it here using the same format as Employment History.*

**Education:**

Date Qualified	Grade	Course	Organisation
For example: 2017	Pass	Care Certificate	HCPA
2011	C	GCSE Maths	High School

