



## Applying for a job – Example of a CV

---

### Jackie Smith

64 Front Street, Anytown

East Sussex BN4 8ZX

Tel: 01273 334611

Email: [jackie.smith@getajob.com](mailto:jackie.smith@getajob.com)

#### 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, Hove

2011	BTEC First Diploma in Health and Social Care Functional Skills Literacy and Numeracy Level 2	Merit 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, Hove

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  
Head of Sixth Form  
Clovervale High School  
The Upper Ground  
Hove BN4 5LL

Mrs P Dixon  
Manager  
The Priory Rest Home  
Anytown  
East Sussex BN2 7HY