

# **Easy read guide about writing a CV**



## What is a CV?



A **CV** is a document that employers will look at to see if you are the right person for the job.

**CV** means curriculum vitae. These are Latin words.

## What do you put in a CV?



A CV will be full information about you that relates to the job you are applying for.

A CV should contain information like:

- Your name
- Your address
- Any jobs you have worked in before applying for this one.
- Any work experience you might have done.
- Your best qualities.



- Any life experiences that you can apply to the job.

## What is a cover statement?



A cover statement is a small amount of writing that explains why you think you will be good at the job you have applied for.



It should explain why you think you will be good at the job and what your best qualities are.

It is your chance to sell yourself to the employer.



A cover statement is good way of introducing yourself to the person who might be about to give you a job.

## What does an employer want to know about me?



**An employer will want to know about your:**

- Skills
- Experience

- Qualifications
- Attitude.



If you do not have much experience of employment, make sure you show what life experiences you have and show that you want to learn.

Examples of experience might be:



- Work placements you have taken part in.
- Other jobs you have worked in.
- Any examples of your day to day life that might make you suitable for the job.



Employers like people who are keen and really want the job.

## Help to complete an application form



There may be help available through Mencap or another local support provider.



A friend or family member might be able to help you with this.

They will be able to help you answer some of the questions you aren't sure about.

## Asking the employer if I need to complete an application form or provide a CV.



If you find online application forms difficult, it is OK to ask if you can send a CV instead.



You should let the employer know that you have learning disability and ask if they could make a **reasonable adjustment**.

## Things to remember



- Your contact details.
- The deadline for when the application form needs to be completed.
- Knowing who to send the application form to.

## Information and support



To find out more about Mencap's employment services go on the website or phone them.



**Website:** [www.mencap.org.uk/employment](http://www.mencap.org.uk/employment)



**Phone number:** 0808 808 1111