CV TEMPLATE

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CANDIDATE NAME
CURRENT JOB TITLE

Phone Number:
Email Adress:
Location:
Salary expectations:
Social Media Links:
Qualifications:

WORK EXPERIENCE:

When detailing your work history, begin with the most recent position. Include both the month and year you started and the month and year you finished. If you are still employed there, write "Present" or "Ongoing." Below the dates, list the name of your current employer, followed by your job title. Underneath all of these details, describe your job responsibilities.

If you have had career breaks, include them in your CV and specify the reason for each gap.

EXAMPLE
June 2021 – Present
Company Name
Senior Care Assistant

- Safely administer prescribed medications to residents, following proper procedures and maintaining accurate records.
- Mentor and support junior care assistants, providing guidance and training to ensure high standards of care are maintained.
- Accurately complete care plans, daily logs, and other required documentation, ensuring compliance with regulatory standards and internal policies.
- Collaborate with healthcare teams to develop personalized care plans and risk assessments
- Conducting regular supervisions, ensuring adherence to care protocols, and promoting professional development.

March 2021 – June 2021
Career Break

The reason for this gap is that I took some time off to travel around Europe. During this time, I visited Switzerland and France and had the chance to spend time with my family in Switzerland.

June 2018 – March 2021
Company Name
Care Assistant

- Assist residents with daily activities such as dressing, bathing, and eating.
- Monitor and record residents' health status and report any changes to healthcare professionals.
- Provide emotional support and companionship to residents.
- Ensure a clean and safe environment for residents.
- Assist with medication administration under supervision and maintain accurate records.

EDUCATION:

For the education section, include your high school, college, and any other qualifications. Specify the start (month and year) and end dates (month and year), the institution's name, and the qualification earned. You may also include relevant training obtained during your work experience.

Here's an example:

• September 2015 - June 2019
Name of the College
NVQ Level 3 in Healthcare

• September 2011 - June 2015
Name of the High School
High School Diploma

ADDITIONAL TRAINING:

In this part, you may also include relevant training obtained during your work experience.

- **Basic Life Support (BLS) Training**
- **Health and Safety Training**
- **Medication Administration**
- **Dementia Care Training**
- **First Aid Training**

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