

Carers
First



Writing your CV & Transferable Skills

**A guide for carers
looking to get back
into employment.**

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Introduction

We're excited to share this handy booklet with you, created by Carers First. It's all about showcasing the incredible transferable skills you've gained as a carer - skills that can really shine on your CV, job applications, and personal statements.

Did you know there are about 4.7 million unpaid carers in England? That's a whole community of amazing people, just like you, who are making a difference every day.

This booklet aims to help you view your caring role as a valuable experience. By highlighting the skills you've developed, you can boost your CV and strengthen your applications for jobs, career advancement, or further education. Let's unlock your potential together!

Looking at your caring role

To get started, take a moment to reflect on your caring role. Use the table at the end of this booklet to jot down some key points. This will not only help you enhance your CV and cover letter but also highlight the valuable benefits of being a carer.

Think about your role **holistically**...

- Who do you care for? What age are they? What conditions do they have? What is your involvement in their care?
- What tasks do you do for them?
 - **Practical tasks** (housework; gardening; shopping; accompanying to appointments; managing medication; liaising with professionals; communication assistance; taking care of siblings; personal care. etc.)
 - **Physical care** (moving and handling; dressing; etc.)
 - **Emotional support** (motivating; calming down; etc.)
 - **Financial support** (managing a budget; paying bills; etc.)

What are transferable skills?

Transferable skills are the abilities you have that are valuable to employers in a wide range of jobs and industries. You'll find these skills mentioned in many job advertisements, and they should align with those listed on your CV.

While everyone's list of transferable skills may look a bit different, here are some common skills that many carers possess:



Skills gained through care



Resilience

Planning

Courage

Problem solving

Mediation

Advocacy

Patience

Fact-finding

Adaptability

Emotional intelligence

Policy knowledge

Calmness under adversity

Working under pressure

Financial management

Communication

Team work

Prioritisation

Multi-tasking

Time management

Risk awareness

Applying your transferable skills

You might not realise it, but your role as a carer can truly set you apart from the crowd

Carers often excel in organisation and possess a wide range of key skills that can be highlighted with ease. Be sure to include your caring role on your CV; even though it's unpaid, it demonstrates responsibilities that have helped you develop unique skills that others may not have.

Take a look at how these caring tasks can be framed as transferable skills, especially when supported by specific examples.

| Task | Transferable skill | Workplace application |
|--|--|--|
| Liaising with health professionals | Communication | <ul style="list-style-type: none">• Able to communicate effectively with a wide range of professionals• Able to present information in a clear and precise manner |
| Managing care for a loved one alongside work | <ul style="list-style-type: none">• Time management• Punctuality• Prioritising• Problem solving | <ul style="list-style-type: none">• Works independently• Can manage own work schedule• Understands importance of punctuality |

| Task | Transferable skill | Workplace application |
|--|--|--|
| Advocating for the needs of my cared for | Advocacy | <ul style="list-style-type: none"> • Effective needs assessor • Skilled in conflict resolution • Confidence in voicing an opinion, own needs, and the needs of others |
| Supporting a hospital discharge | <ul style="list-style-type: none"> • Multi-disciplinary working • Organisation | <ul style="list-style-type: none"> • Able to work in partnership to achieve positive outcomes |
| Medication management | <ul style="list-style-type: none"> • Risk management • Safety awareness • Responsibility • Attention to detail | <ul style="list-style-type: none"> • Ability to assess risks • Able to provide solutions to minimise risk • Awareness of harm reduction |
| Providing budgeting support to cared for | <ul style="list-style-type: none"> • Budgeting • Administration • Prioritisation | <ul style="list-style-type: none"> • Awareness of budgeting and finance • Determination and organisation |
| Giving emotional support | <ul style="list-style-type: none"> • Empathy • Patience • Compassion | <ul style="list-style-type: none"> • Good listening skills • Can demonstrate strong emotional intelligence |

Identifying your specialist knowledge

Alongside your transferable skills, you likely have valuable knowledge on topics that could be relevant to your prospective new role.

| Specialism | Experience | Knowledge / skill |
|------------|--|---|
| ADHD | I supported my brother from the beginning to the end of his ADHD diagnosis. | Awareness of the diagnosis process and treatment options of ADHD |
| ADHD | I put processes into place to effectively manage my brother's hyperactive episodes. | <ul style="list-style-type: none">• Conflict resolution• Problem-solving• De-escalation• Mediation |
| ADHD | I have done several courses to learn about ADHD and how it effects his behaviour | ADHD Awareness Level 2 |
| ADHD | I am trained in Mental Health First Aid so that I am equipped to care for my brother during episodes of unpredictability and low mood. | Mental Health First Aid trained |

Embedding your caring role into your CV

By viewing your caring role from a fresh perspective, you'll uncover numerous skills and examples that can help your CV or cover letter stand out and be tailored to specific roles.

Check out the infographic below from Indeed, a popular recruitment website, which dives deep into what communication skills entail. Consider how these micro-skills could be applied to the job you're aiming for.



Now, let's create your CV...

Here's an example of how you might format your CV below.

JANE DOE

ASPIRING TEACHING ASSISTANT

Address

Telephone number

Email address

SUMMARY

A highly motivated and engaged individual, currently looking to enter a career as a teaching assistant. Demonstrated skills in patience, organisation and mentoring skills through experience as a full time carer of my sibling with learning disabilities since my early teen years. Dependable and trustworthy with a wealth of knowledge in SEN education

EXPERIENCE

Unpaid Carer, My Sister

2009 - Present

- I have assisted my mother in caring for my sister, who has learning disabilities, since I was in my teen years. Through this, I demonstrate effectively managing care, education, and work demands.
- My key responsibilities include; liaising with education and health professionals; accompanying her to appointments; budgeting the expenses of the family household; domestic tasks such as cooking and cleaning; emotional support to both my sister and my mother; etc.
- Core skills I have mastered in this role include:
 - Communication
 - Prioritisation
 - Mentoring
 - Needs assessing
 - Motivation
 - Reliability
 - Resilience
 - Time management
 - Safeguarding awareness
 - Engagement
 - Knowledge of health systems
 - Awareness of special needs in children
 - Child safety
 - Dependability
 - Compassion
 - Empathy
 - Understanding
 - Awareness of education settings

EDUCATION

Mental Health First Aid **2023**
◦ **Shine Lincolnshire** Pass

A-Levels **2016**
• Monks Dyke 6th Form
◦ **IT Functional Skills** Pass
◦ **Maths B**
◦ **English C**
◦ **Science C**

GCSEs **2014**
• Monks Dyke Secondary school
◦ **Maths B**
◦ **English C**
◦ **Science C**

HOBBIES & PERSONAL INTERESTS

- **Voluntary work:** Every Tuesday afternoon I volunteer at our local Care Home as an Activities Co-ordinator.
 - **Animals:** I love to be around animals as I find them therapeutic - as such I take my sister for days out regularly to the local zoo.
-

REFERENCES

Available on request.

You can download a copy of this CV to use as a template [here](#).

Searching for a job online

When you're searching for jobs online, don't forget to take advantage of the site's keyword search feature! If you have a specific role in mind, just type in your desired job title, like "HR Manager" or "Procurement Administrator."

If you're open to different options, you might want to try phrases like "part-time" or "twilight shifts" to help narrow down your results. Think about the kind of tasks you'd enjoy in a job - some great search terms to consider include "admin," "data entry," or "web chat."

And remember, you can easily search using your postcode to find jobs nearby. If you're on the lookout for remote positions, you can skip the city or postcode altogether. Happy job hunting!

Most job sites have filters you can use to reflect your specific criteria such as:

- Remote
- Part-time or full-time
- Salary expectations

Use the filters to narrow your search down and you should see more suitable jobs for what you require.



part-time jobs in ...