

Easy Read guide to writing a CV



Easy
Read

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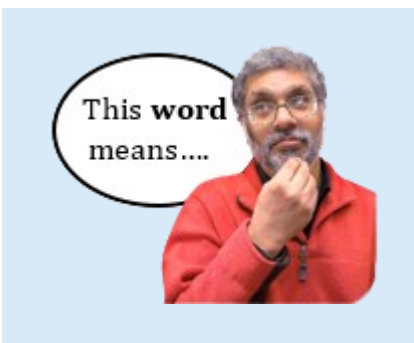
What is Easy Read?



This is an Easy Read version of some information. It may not include all of the information, but it will tell you about the important parts.



This Easy Read booklet uses easier words and pictures. Some people may still want help to read it.



Bold words are thicker and darker. These are important words in the booklet. Sometimes if a bold word is hard to understand, we will explain what it means.



[Blue and underlined](#) words show links to websites and email addresses. You can click on these links on a computer.

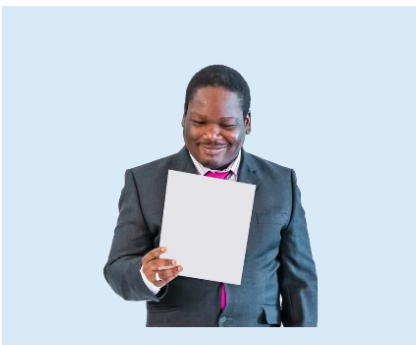
About this booklet



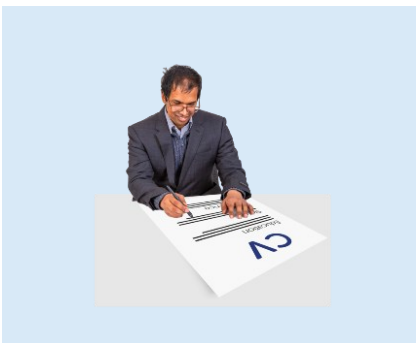
This is information from SNG (Sovereign Network Group).



We are a **housing association** - an organisation that provides homes for people to live in.



Our Employment and Skills team helps people who live in our homes to find work or better work.



The information in this booklet will help you to write your CV.

What is a CV?



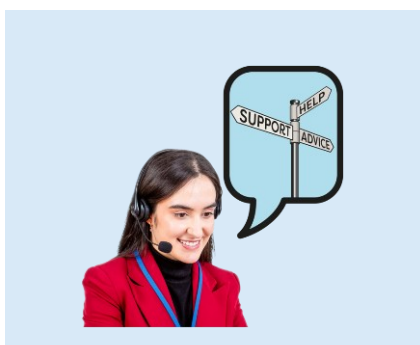
You have lots of skills and achievements that employers are interested in. Employers are people who can give you a job.



A CV is a list of your own skills and achievements. It will help you to get a job.



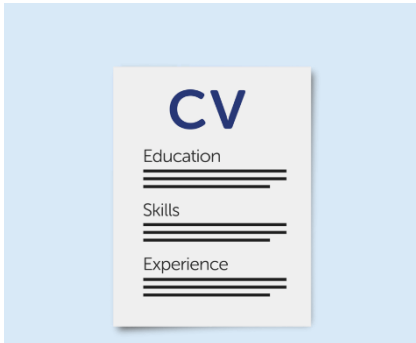
You can email your CV to employers. You can also hand over your CV face-to-face.



Your CV should be 1 or 2 pages long, neat and tidy.

Your SNG coach can help you to write your CV.

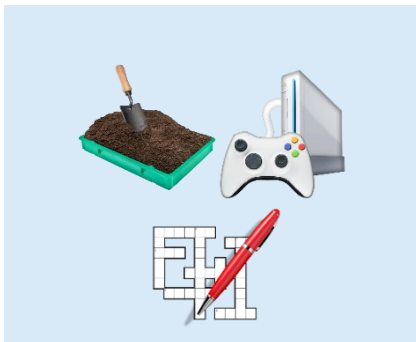
What to write in your CV



Your CV will start with 4 sentences all about you. This is called your personal profile.



Your CV should include your work experience or skills, and your school or college achievements.



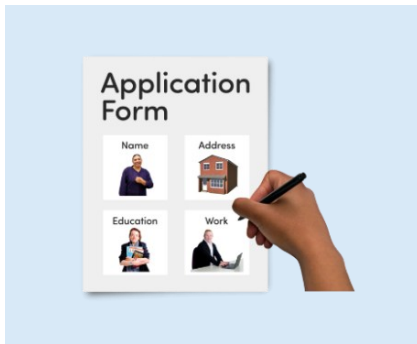
Your CV will list your hobbies or interests.



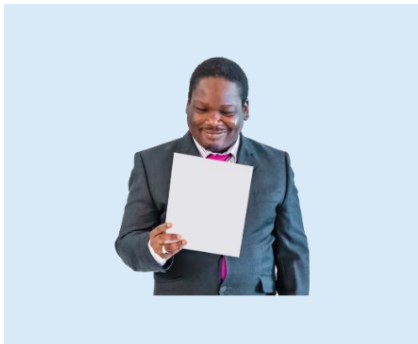
Your CV will list your **references**.

References are people who can speak to employers about your work experience or your skills.

What is a cover letter?



If you see a job you like, you might want to apply for it. An employer might want you to send them a cover letter with your application.



A cover letter is a short letter from you to an employer. A cover letter tells an employer who you are.

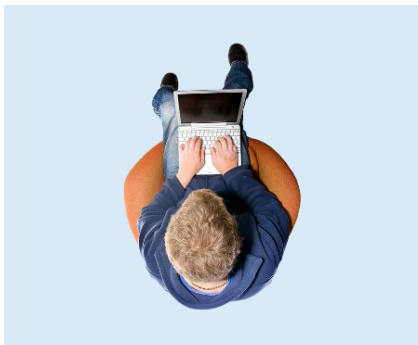


A cover letter asks an employer to think about giving you a job. Your SNG coach can help you to write your cover letter.



Your SNG coach can also help you to send your cover letter to the employer. This might be by post or by email.

What to put in a cover letter



A cover letter should have 3 parts. The first part will tell the employer why you're writing, the job you want, and where you saw it.



The second part will tell an employer why you would be good at the job. It should tell the employer about your skills and experience.

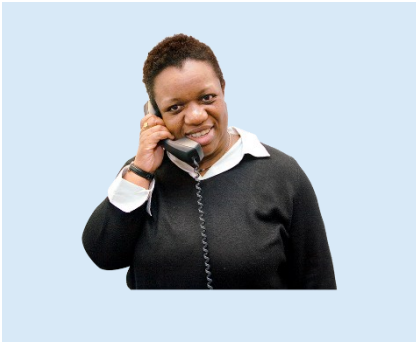


The third part will tell the employer again that you are interested in the job. It will tell the employer when you can come to an interview.

Yours sincerely,
David Smith

You should finish your letter politely and add your name at the end.

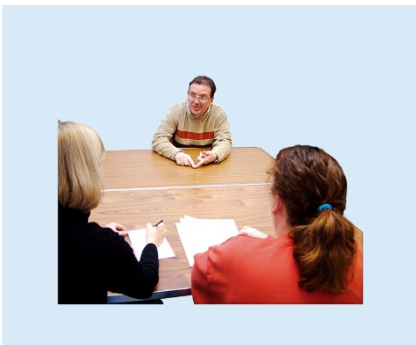
Reasonable adjustments



You should tell employers if you have a learning disability. Employers have to make reasonable adjustments.



Reasonable adjustments are small changes that help you to be treated equally. You can tell an employer what you need.

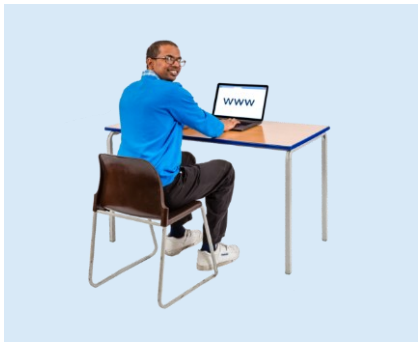


You might need to know what the interview questions are before an interview.



You might need help with communication at an interview. Employers must make reasonable adjustments. This is the law.

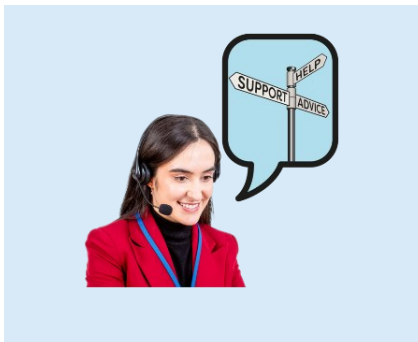
More help and information



Visit the [Mencap website](#) to find information about getting a job:



You can also phone Mencap on [0808 808 1111](tel:08088081111)



You can contact your SNG coach for more help or information. They will be happy to help you.



You can also email supportforyou@sng.org.uk for help or call [0300 500 0926](tel:03005000926) and ask for the Employment and Skills team.