

What is a CV?

A CV, short for Curriculum Vitae is a document that shows a future employer if you are a good candidate for the job. It tells them about your achievements, abilities, skills, education, interests and any previous jobs or work experience you have done.

Here are some links to help you write your CV:

- Watch a **video** on writing a CV
- Scope CV tool on **how to write a great CV**
- Watch a video on how to make sure your CV is tailored to each job you apply for, and shows off your achievements
- **What to avoid when writing a CV**



Do I mention my health condition or impairment to an employer in my CV?

It is entirely up to you if you want to mention your health condition or impairment in your CV or cover letter.

Only **tell the employer** about your disability when, and if, it suits you.

A key issue for deaf young people is when to tell an employer they are deaf- should that be on the CV or do you wait until you have an interview?

Find more information **here** on the National Deaf Children's Society

Good to know in Microsoft Office:

CV Assistant can help you to double check spelling and grammar. In a word document go to the review section and click abc. You can also get more ideas about what to put and not put in your CV by using the CV Assistant.

Explore more ways to create a CV and stand out!

You could create an online video, profile, website, or other ways to make you stand apart.

The following organisations provide alternative ways to show your talents!

Make a three-dimensional profile

NaturallyTalented Me enables many individuals like you, to understand how your unique talents can truly make you stand out as having true potential. Our unique innovative Free to Use platform, will enable you to discover your talents and help you to build a Three-Dimensional profile that truly makes you stand out from the crowd and showcases you in order to demonstrate your true potential.

Download the PDF user guide

Make a video CV:

Super People is a platform that works to create video CVs.

This creative platform allows employers to get to know the character of a person and how their disability is a positive part of who they are which does not affect their ability to work. The video CV process is an effective way to make disabled jobseekers stand out from the crowd.

You can view all their videos on their website:

www.superpeople.co.uk, via their Facebook page

www.facebook.com/superpeopleuk and email them at contactsuperpeople@gmail.com.

What is a job application form?

Some employers may ask you to fill out an application form instead of asking for your CV. On a job application there will be a list of questions both about yourself and your skills related to the job.

How to write a good job application

What is a cover letter?

A cover letter is a document you send with your CV and is written with the job you're applying for in mind. **Download** an example of a cover letter that mentions the applicant's impairment.