

Creating a good CV

Your CV is the first part of your application that your agency/ parents will see. A good CV needs to be informative, clear and well designed.

Design:

Make sure you CV is typed and use the same font throughout. Ensure you spell check and get someone else to proof read it before use.

Sample:

Curriculum Vitae – (Your name)

Name:
 DOB:
 Driving Licence Held:
 Address:
 Phone Number:
 E-mail:

Personal Statement

Here you can explain your current situation, and outline your interest in starting/ continuing your nannying career. Make sure to outline your strengths when it comes to caring for children, for example if you understand developmental stages, if you are confident potty training etc.

Personal Interests/ Background

Briefly outline your background and personal interests.

Education/ Qualifications

Outline your previous Education. Include any schools/ courses/ colleges attended since secondary school, and any outline any relevant certificates/ awards gained.

Both here and in your employment history include a panel down the left hand side with dates of study/ employment for each course or job. Your CV should cover EVERY MONTH and any gaps should be explained.

For example:

Qualifications

Jan 2000- Jan 2001 Wellington Nannies College, Wellington, New Zealand
 Gained Nanny Certificate in Child Development
 Graduated December 2001

Other Tertiary

Jan 1997- Dec 1999 Victoria University, Wellington, New Zealand
 Bachelor of Psychology
 Graduated March 1999

Secondary

1993- Dec 1995 Wellington Girls College, Wellington, New Zealand
 Gained ‘A’ Bursary

Other Qualifications

2007 Order of St John’s First Aid Certificate, gained 2005, renewed January 2005

Employment History

Outline your previous employment history. It is important to leave no gaps between dates in this section, so employers can see a clear outline of what you have been doing. Include all positions held, even if not related to childcare. For any

job related to childcare, give a clear description of what the position involved, and why the position came to an end.

For example:

Jan 2006- Current Nanny, full time live in, Fulham, London The Wright Family

Sole charge position caring for two children ages 3, and 1 1/2.

- All nursery duties involved, as well as all aspects of communication with nursery groups/ schools etc.
- Also included general housekeeping and, organizing after school activities, cooking, bathing etc.
- Position ending as family moving out of London

Jan 2003-Dec 2005 Nanny, Part Time Position (whilst at Nanny College) The Stanton Family
Live Out, shared charge position caring for girl 3 ½ and boy 6 months.

- Involved 20 hours per week worked on a flexible basis. All nanny duties involved, including bathing and feeding, food preparation, assisting with social, physical and personal growth and development.
- Position ended as I was traveling overseas.

Jan 2003- Dec 2003 Receptionist, Part Time Position (whilst at Nanny College) The Carlton Hotel
Part time reception position, flexible hours.

Jan 2000- Dec 2002 Study as above

Jan 1999 – Dec 1999 Tutor, Lucton House School, Herefordshire, England

- General teachers and boarding house assistant.
- Included a variety of jobs including supervising homework and dinner. Mornings were spend in the nursery with children aged 3-4. Afternoon were spent taking extra reading and helping with senior sport.
- Position ended when I traveled back to New Zealand.

References

Here you can include the names, addresses and phone numbers of all references. Make sure to include country and area codes. Mobile numbers can be provided as an additional contact avenue but NOT as the sole contact number. Also include e-mail addresses and fax numbers where possible.

For example:

Sally Bower
64 Wharanui Rd
Wellington
New Zealand

Home: 0064 (0)4 3026576 (time difference 12 hours, best to call between 8 and 9am UK time).

E-mail: salr_bower@yahoo.co.nz This e-mail address is being protected from spam bots, you need JavaScript enabled to view it