

Jane Doe

Bromsgrove

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Curriculum Vitae

Personal Profile

A compassionate and dedicated Healthcare Assistant with several years' experience supporting residents in a residential care environment. Passionate about promoting dignity, independence and wellbeing, with a calm and empathetic approach to all aspects of care. Skilled in communication and teamwork, with a strong commitment to providing high-quality, person-centred support.

Key Skills

- Empathetic and sensitive to residents' needs
- Excellent communication and interpersonal skills
- Patience and a calm, reassuring manner
- Compassionate and trustworthy
- Strong record-keeping and attention to detail

Professional Experience

Healthcare Assistant – Local Care Home, Bromsgrove (2022–2024)

- Supported residents with daily personal care and meal assistance
- Offered companionship and emotional support to improve wellbeing
- Ensured accurate documentation within residents' care plans
- Promoted a safe, respectful, and inclusive environment for all individuals

Education & Qualifications

- NVQ Level 3 in Health and Social Care
- NVQ Level 2 in Health and Social Care
- NVQ Level 1 in Health and Social Care

References

Available upon request

Cover Letter

Dear Hiring Manager,

I am writing to express my interest in the Healthcare Assistant position within your residential care home. With several years of experience working in a care setting, I have developed a genuine passion for supporting others and making a positive difference in their lives.

During my time at a local care home in Bromsgrove, I assisted residents with personal care, meals, and companionship, ensuring that each individual felt respected, valued, and supported. I take pride in maintaining a calm and compassionate approach, even in challenging situations, and I always strive to deliver person-centred care that promotes dignity and independence.

Having achieved NVQ Levels 1, 2, and 3 in Health and Social Care, I have built a strong foundation of knowledge and practical skills that allow me to work safely, effectively, and empathetically. I believe my ability to communicate well, remain patient, and respond sensitively to residents' needs makes me a strong fit for your team.

I would be delighted to contribute my skills and commitment to providing high-quality care within your organisation. Thank you for considering my application — I would welcome the opportunity to discuss how I could support your residents and team further.

Yours sincerely,

Jane Doe