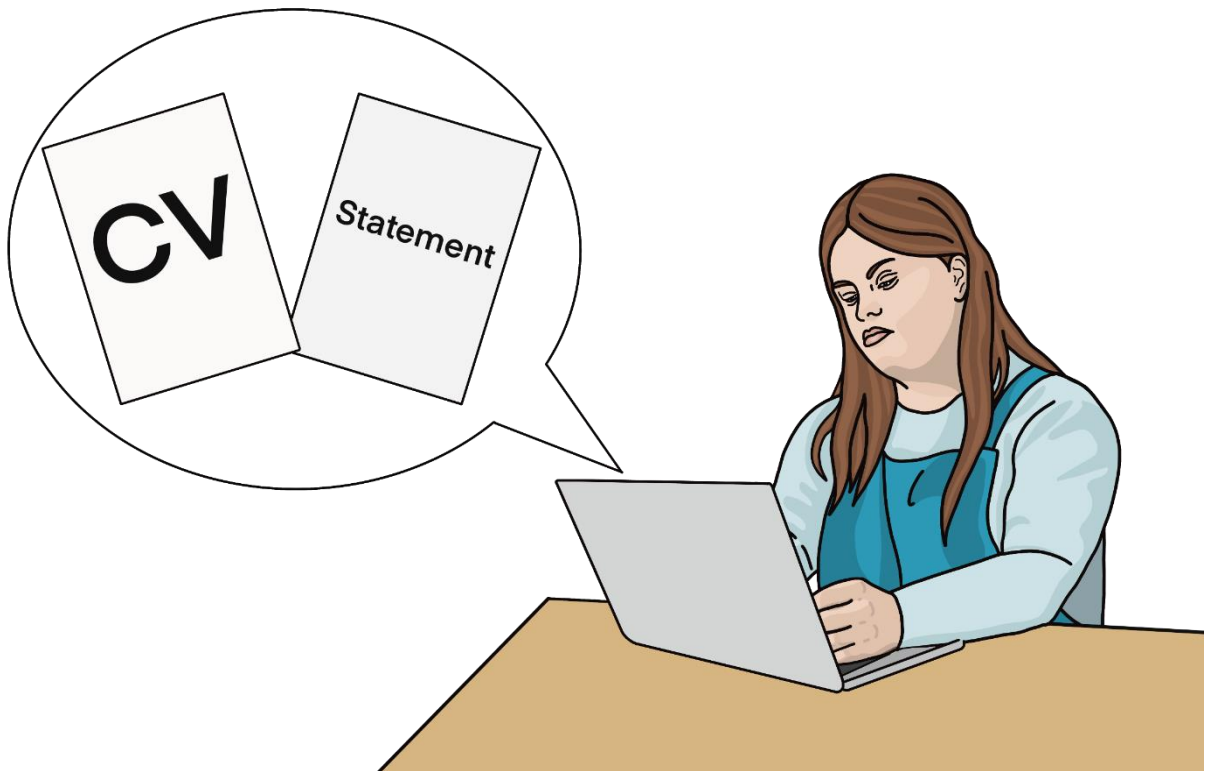
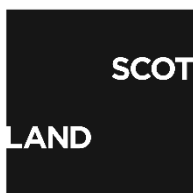


# EDI Advisory Group Recruitment Call Out Easy Read



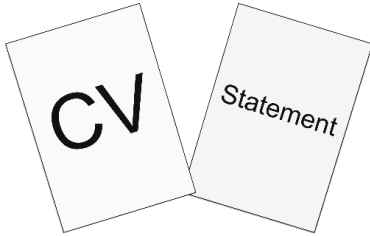
## Part B: Writing a CV and Statement



ALBA | CHRUTHACHAIL

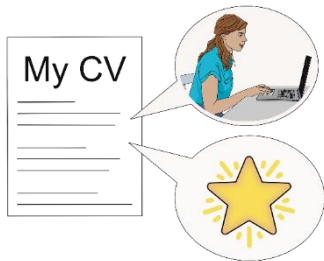


# What is in this document?



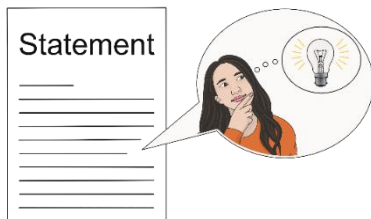
Introduction

Page 3



What is a CV?

Page 4



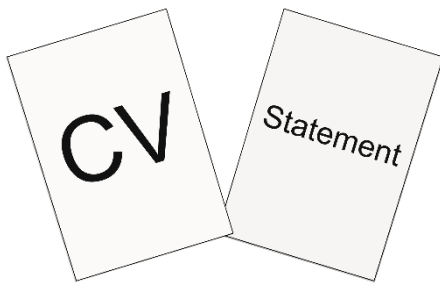
What is a statement?

Page 6



About this document

Page 7



If you want to join the advisory group you need to send us a **CV** and **statement**.



You can ask someone to help you write your CV and statement.

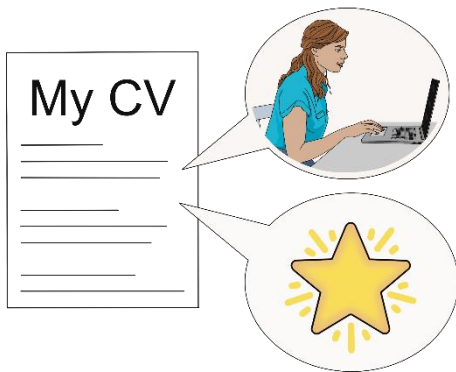


You might not want to write your CV and statement. You might want to record them as sound or a video. That is ok too.

English  
Gàidhlig  
Scots

Your CV and statement can be in English, Gaelic or Scots.

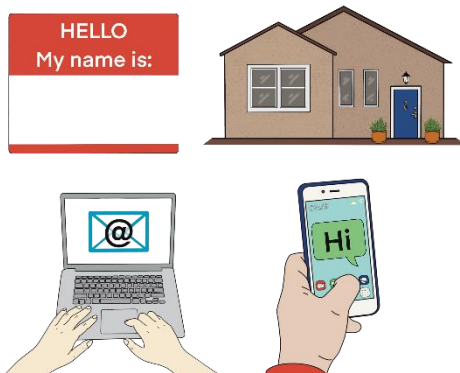
# What is a CV?



A CV is like a special list that talks about

- You
- The work you do
- The skills you have

In a CV, you should tell us:



- Your name, where you live and how people can get in touch with you.



- **Education:**  
Any school or learning you have done



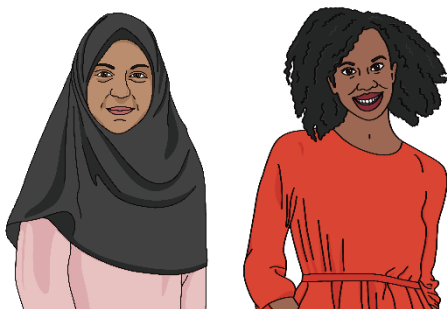
- **Work experience:**

Jobs you have had before. Or things you did that were like a job. For example, if you were a volunteer you can tell us on your CV.



- **Skills:**

Things you are good at, like talking to people, teaching, or using a computer.



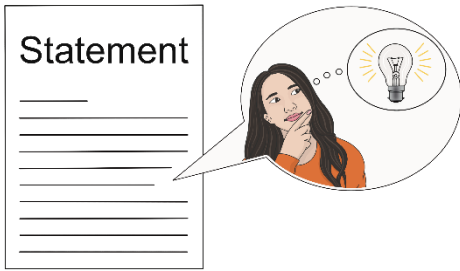
- **References:**

2 people who can tell us what you are like at work. For example a boss or someone you worked or volunteered with.

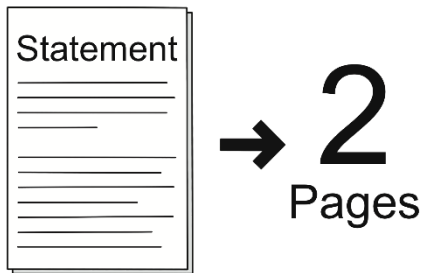


A CV helps people understand why you would be good at a job and what makes you special.

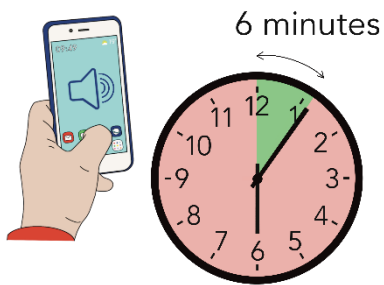
# What is a statement?



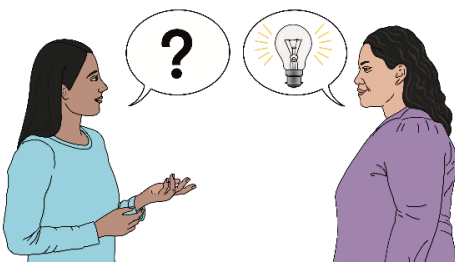
A statement is like a letter where you tell us why you would be good at being on the advisory group.



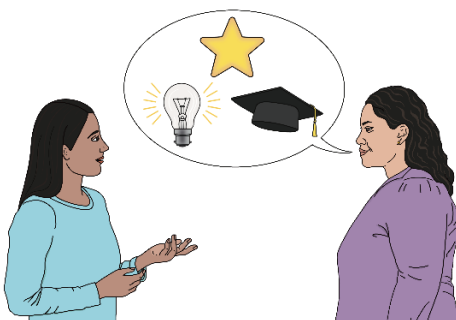
Your statement should be no more than 2 pages long.



Or if you record it, it should be no more than 6 minutes long.



Tell us why you want to join the advisory group.



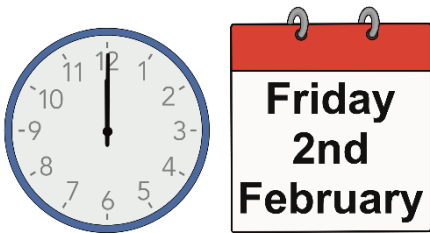
Tell us about what you are really good at and interested in.



In your statement you should tell us **1 or 2 important things** you want to work on in the group.



Email your CV and a statement to the head of the advisory group, Kim Simpson.



You must send your CV and statement by 12 noon on Friday 2<sup>nd</sup> February 2024.

## About this document



This information was made into Easy Read by Door in the Wall Arts Access C.I.C.



The call-out was published in December 2023.