How to apply for a Breast Cancer Now vacancy using your CV and supporting statement

What's a curriculum vitae (CV)?

A CV is the factual document submitted by you when applying for a job. It includes your contact details (email address and contact number), your qualifications and an overview of your work experience and career history. Some CV's include out of work hobbies or interests. Breast Cancer Now asks you to anonymise your CV which means you removing all sensitive personal information such as your name, address, gender, religion and sexual orientation. A well-written CV could be the difference between you getting shortlisted for interview and you not being.

It's also important to update your CV regularly, ensuring it's relevant for each job you're applying for.

How long should my CV be?

Typically, a standard CV should be no longer than 2 sides of A4, but it can be shorter or longer. For example, if you've a limited career history you may only be able to fill 1 or 1½ sides of A4. Whereas if you've more career history you may require more than 2 sides. While it's important to keep your CV concise, please avoid selling yourself short.

To help with space, only include the relevant information relating to your qualifications, skills and education. For example, only consider including the qualifications that are relevant, rather than listing all of your qualifications.

What should I include in my CV?

Each CV will vary and is largely due to personal taste. Whatever format you choose, make sure it's clear, easy to read and includes a good layout. You may wish to consider including the following:

Section of CV	What should I consider including?
Your contact details/header	It's important you're easily contactable however there's no need to include your email address or contact number in your CV. You'll be able to provide your contact details at the point you apply. Breast Cancer Now asks you to anonymise your CV when applying for a job therefore you should remove any reference to your name and identity. Please do not include your date of birth and address.
Skills profile	It's important that at the beginning of your CV you showcase your generic skills and achievements in a short and relevant skills profile. Also focus specifically on your attributes, skills and experience that you recognise are required for the job you're applying for. Ensure you read the job description and essential criteria provided in the person specification first.

Professional competencies	Here you can provide bulleted statements of your professional competencies. For example, building collaborative relationships, ability to make decisions and problem solve and managing, developing and empowering people. This can be removed if you believe it could unnecessarily lengthen your CV.
Career profile	This is where you build your career history, starting with your most recent or current job and working back chronologically. Against each job include the company name, your job title, and your employment dates. You may also wish to include a brief sentence on the company and the purpose of your role. After that and as bullet points, list your main responsibilities. Where you've had a variety of roles you may wish to focus on the roles which are more relevant to the job you're applying for. This is likely to be your current or most recent jobs. For the jobs of least relevance and to save space only include the name of the company, your job title and your employment dates, ensuring you include any breaks in your career.
Qualifications and professional development	You should include your relevant qualifications and grade and where necessary, specific modules, starting with your most recent first. Include any professional development you have undertaken, for example online courses or events or webinars. This can be at work or if you have been a volunteer or undertaken charity work. It's not necessary to include the dates of your qualifications or where you studied, unless it helps to lengthen your CV.
Personal interests	There's no need to include these if you believe it will unnecessarily lengthen your CV or if you don't have any relevant hobbies or interests. However, relevant interests can provide a more complete picture of you and highlight the skills appropriate to that specific interest or hobby, for example to work as part of a team or show creativity.
Referees and references	There's no need to include the names of referees or attach references.

Writing and formatting your CV

When writing and formatting your CV consider the following:

- Font and font size – choose a simple and clear font that's professional and easy to read, for example Arial or Times New Roman. Use a font size between 11 and 12 and make each subheading of your CV stand out by using a larger font than the body of the text. For example, font 12 for the heading and font 11 for the body text.
- Be consistent and check – be consistent in terms of layout and style and proof-read your CV to ensure it is grammatically correct and there aren't any spelling mistakes.
- Spacings and bullet points – by ensuring sufficient spacings and including the use of bullet points allows the important and relevant information provided in your CV to stand out when shortlisting.
- Naming your CV – you're required to anonymise your CV so please avoid using your name when saving your CV. For example, avoid *Joe Bloggs curriculum vitae – July 2026* but instead use initials of your first name and surname, for example *JB curriculum vitae – July 2026.*
- Format when saved – save your CV as a word document.

What's a supporting statement?

A supporting statement is the document referred to and used by the shortlisting panel and supports the factual information provided in your CV. You should write the supporting statement to clearly demonstrate how and where you believe you're suitable for the role, providing examples against each of the essential criteria in the person specification. For all Breast Cancer Now roles, the person specification is part of the job description document, a copy of which you'd have access to when you applied for the role. The person specification shows the criteria that will be used to assess your suitability at the shortlisting stage.

Writing a supporting statement

You'll be required to provide a supporting statement to accompany your CV.

Your supporting statement should be written by you and specifically for the role you're applying for. Please read the job description and person specification first, so that you fully understand what the role is and the experience, qualifications, skills, abilities and knowledge you'll be required to have.

The information in your supporting statement should clearly explain how and where you believe you are suitable for the role, providing examples against each of the essential criteria and if necessary, the desirable criteria in the person specification. The person specification shows the criteria that will be used to assess your suitability at the shortlisting stage. Where in your supporting statement you're able to clearly demonstrate where you fully meet the essential criteria, for example by providing additional evidence to support this, will strengthen your application.

Using AI to write your supporting statement or cover letter is not recommended because it can often result in generic phrasing, lack of genuine voice, and factual inaccuracies.

Layout

Wherever possible try to keep your statement to no more than 2 sides of A4. Use the first paragraph to introduce yourself, explaining your reasons for wanting to work for Breast Cancer Now and why you're attracted to the role. Then address the essential criteria in the same order as they appear in the person specification as this makes it easier for the shortlisting panel. The person specification shows the criteria that will be used to assess your suitability at the shortlisting stage. End your supporting statement in a positive manner.

Choose the same font you used for your CV and proof-read your statement to ensure it is grammatically correct and there aren't any spelling mistakes. Ensure there are sufficient spacings and include bullet points where appropriate. Use active verbs where possible, for example, include words like 'created', 'analysed' and 'devised'. Personalise it to you rather than others in your team, for example 'I created' or 'I worked closely with' rather than 'we created' or 'we worked closely with.' Be honest and factual.

You're also required to anonymise your supporting statement so please avoid using your name when saving your supporting statement. For example, avoid *Joe Bloggs supporting statement (name of role) – July 2026* but instead use initials of your first name and surname, for example *JB supporting statement (name of role) – July 2026.*

Save your supporting statement as a word document.