

Disability inclusive CV or resume guide

This guide shares how to create a disability inclusive CV or resume.

A disability inclusive CV or resume is:

- A CV or resume that is accessible to read for everyone, including screen reader users.
- A CV or resume that highlights the unique strengths a person with disability brings to a company.
- May include an 'Accessibility Needs Statement'.

If you are a person with disability, a disability inclusive CV provides an opportunity to highlight the strengths you bring to a role because of your lived experience. It is also important that your CV or resume is designed in a way that is accessible for anyone to read, including screen reader users.

Disclosing information about your disability is optional. If you do choose to disclose your disability, frame it as a strength that gives you unique perspective and experience that is beneficial for business growth.

Step 1: Accessible design

Everyone should ensure their CV or resume is accessibly formatted for an employer with disability.

- Use accessible fonts (arial, calibri, verdana).
- Use the accessibility checker in Microsoft Word – to find it, type accessibility checker in the search bar at the top of your Word document.
- Keep formatting simple – use heading styles, avoid using tables, use black font against a white background, don't use colours, avoid all caps.
- If creating a PDF, ensure 'document structure tags for accessibility' is selected. [Learn how to create accessible PDFs.](#)

Step 2: Sections to include in your CV or resume

- **Contact information**
 - Name
 - Phone
 - Email
 - LinkedIn or personal website (optional).

- **Key skills and attributes:** List 3-5 of your key skills and attributes (see step 3 below).
- **Experience:** Include paid and unpaid roles including name of organisation, dates, role title.
- **Education and qualifications:** List any education (for example, university degrees) and certificates (for example, Cert III in Manual Handling, First Aid Certificate) you have completed. If you are currently studying, you can write 'current' in the date section.
- **Licences:** List any relevant licences you hold (for example, Forklift Licence).
- **Volunteer or advocacy work:** List any relevant volunteer or advocacy work you have completed including role, cause and/or company name you volunteer for, and dates.
- **Awards:** List any awards you have received that are related to your work and year you received the award.
- **Referees:** A referee is someone who can speak about your skills and experience to potential new employers. Ask permission from the person you would like to list as a referee before you list them on your CV.

Step 3: Highlight transferable skills including:

Here are some things to consider when deciding what skills to highlight on your CV or resume:

- Technical skills such as practical skills to perform a task.
- Accessibility focused skills such as assistive technology use, inclusive communication, advocacy.
- Soft skills such as attributes, interpersonal skills, character traits.
- Transferable skills you have used in other workplaces but are relevant to another workplace such as use of technology, social media, Microsoft programs such as Outlook.
- Skills that you use outside of the workplace that are relevant to the role you are applying for.
- Things you are good at that you might not necessarily have used in the workplace such as scheduling, time management, prioritising. These are all skills that can be used in the workplace.

Step 4: Assistance with writing your CV or resume

Use the factsheet **AI tips for writing CVs or resumes.**

You can download the **Disability Inclusive CV Template** to write your CV.

Optional video/audio introduction and supporting documents

If you choose to include a short video or audio introduction with your CV, keep it brief—ideally 1 to 2 minutes. Use this opportunity to introduce yourself, highlight your key strengths, and express your enthusiasm for the role. Dress in a way that reflects the professional environment of the job you're applying for. Ensure your background is quiet and free from distractions and speak clearly and confidently. This can be a powerful way to showcase your communication skills and personality.

Additionally, you may attach supporting documents such as certificates (for example, First Aid, Manual Handling, Forklift Licence), awards, or letters of recommendation. These documents help provide evidence of your qualifications and achievements. Make sure all attachments are clearly labelled.