

Apprenticeship CV Guidance

Applying for an Apprenticeship is like applying for a job. You will need a CV to apply and remember, the employer isn't necessarily looking for a wealth of experience. Your CV is your written handshake to the employer and will need to grab their attention if you are to be shortlisted for an interview.

What do you want the employer to think of you after they have read your CV?

Your CV highlights your unique selling points. Be honest about your achievements and keep your CV to two pages of A4. This helps the employer match your experience with the role you are applying for.

Here are 10 Top Tips to get you started...

1. Include your contact details such as your name, address, telephone number and email address and make sure your email address is appropriate.
2. Include a 'Personal Profile' or 'Personal Statement' to provide an introduction about your attributes, strengths, and motivation on why you are looking for an Apprenticeship in your chosen industry. It should be clear and concise.
3. Add 'Key Skills' in bullet points to highlight your strengths and skills you have to offer.
4. List your education showing the most recent first and provide grades and dates.
5. List your employment from the most recent and include bullet points of any achievements or skills gained.
6. If you have work experience (unpaid), be sure to use bullet points to highlight your responsibilities and achievements.
7. Use positive language and persuasive words, for example, achieved, pro-active, adaptable.
8. Don't forget to include any extra-curricular activities, hobbies, and voluntary work.
9. Always check your spelling and grammar before submitting or uploading your CV. Errors show a lack of care and attention to detail.
10. Using fonts consistently like Times New Roman or Arial in 11 are easier to read.

National Careers Service: [How to write a CV](#)

Personal Profile: [How to write a Personal Profile for your CV \(with examples\)](#)

How do I fill any gaps left by the COVID-19 pandemic?

Reflect on any new skills, hobbies and interests or volunteering you may have done. Did you complete any online learning? Did you participate in any charity work or fundraising? Did you overcome any challenges or find new ways of learning and working?

Do any of the above relate to the industry and role you are applying for?

Extra Tips!

- ✓ Include a Cover Letter. A cover letter is a single page document that supports your CV. Your cover letter should be tailored to each application, the role, and the employer.
 - Research the employer.
 - Use the vacancy details/job description to tailor your letter.
 - Promote yourself and what you have to offer.

National Careers Service: [How to write a cover letter](#)

- ✓ Do you follow or subscribe to any related and relevant industry publications, podcasts, or social media?
- ✓ Keep your research fresh and follow the business on their social channels to keep up to date with the latest news and any industry updates.

Reminder

Keep your CV updated! Your CV will evolve with you along your career so don't forget to add and update your content.

Useful inks:

- [CV template: Career Gap](#)
- Reed: [Six ways to make your CV stand out from the crowd](#)
- Reed: [How to: Write a CV | reed.co.uk](#)
- [Five CV Skills employers look for in every jobseeker](#)