

## Apprenticeship CV Guidance

Applying for an Apprenticeship is like applying for a job. You may need a CV to apply and remember; the employer is not necessarily looking for a wealth of experience. Your CV is your written handshake to the employer and will need to grab their attention 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 a maximum of two pages of A4. This helps the employer match your experience with the role you are applying for. Remember to tailor your CV to your chosen industry to emphasise your interest.

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

1. Include your contact details such as your name, address, mobile 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 relevant 'Key Skills' in bullet points to highlight your strengths and skills you have to offer. Be prepared to provide examples of how you have demonstrated your skills.
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 achievements not just your responsibilities.
7. Use positive language and persuasive words, for example, 'achieved,' 'pro-active,' 'adaptable.'
8. Be honest and realistic. Your CV is an opportunity to highlight your potential to an employer.
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 \(with examples\)](#)

### 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 do not forget to add and update your content.

## Frequently Asked Questions about Creating a CV

- **Should I include a photo on my CV?**  
Unless a photo is specifically requested it is not necessary to include a photo. You want to ensure your potential employer remains focused on your skills and ability.
- **What if I am a changing career?**  
Highlight your achievements and emphasise any transferrable skills or relevant training.
- **How far back do I need to list my employment history?**  
You want to include your most recent experience and anything relevant from the last 10 -15 years and not necessarily listing everything. Remember you still want to keep your CV to succinct.
- **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? For more guidance: [Explain a gap in employment | National Careers Service](#).
- **Do I need to include my hobbies and interests?**  
Yes, you can include a brief overview of any extra-curricular activities, hobbies, and voluntary work whether they are relevant to the role you are applying for or not.
- **Do I need to include a reference?**  
Only include references if you have asked someone to provide a reference and asked permission to include their details on your CV. A reference can be a former manager, teacher/lecturer or workplace peers and colleagues.

## Useful links:

- [How to Write a Stand-Out CV in 2026: Insider Tips for the Next Generation of Job Seekers](#)
- [Tips for writing a great apprenticeship CV | Indeed.com UK](#)
- [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](#)