

Apprenticeship CV Guidance

If you are applying for an Apprenticeship you will need a CV. 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.

To help, consider 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. Here are 10 Top Tips to get you started...

1. Include your personal details such as your name, address, telephone number and email address.
2. Make sure your email address is appropriate.
3. Add 'Key Skills' in bullet points to highlight your strengths and skills.
4. Include a Personal Profile or Personal Statement – this provides 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.
5. List your education in reverse chronological order and provide grades and dates.
6. If you have work experience, be sure to use bullet points to highlight your responsibilities and achievements. This helps the employer match your experience with the role you are applying for.
7. Don't forget to include any extra-curricular activities, hobbies and voluntary work.
8. Always check your spelling and grammar before submitting or uploading your CV – errors show a lack of care and attention to detail.
9. Keep your CV to two pages of A4.
10. Using fonts like Times New Roman or Arial are easier to read.

Personal Profile: <http://www.jobs.ac.uk/careers-advice/cv-templates/1748/writing-a-personal-profile-for-your-cv>

Extra Tip!

Include a Covering Letter: <https://nationalcareersservice.direct.gov.uk/get-a-job/covering-letter>

- ✓ research the employer
- ✓ be concise
- ✓ reflect your skills and abilities

Your covering letter should be tailored to each application, the role and the employer.

Useful inks:

All About Careers www.allaboutcareers.com/careers-advice/cv-tips/apprenticeship-cv

REED: <https://www.reed.co.uk/career-advice/cv-tips-and-advice-how-to-stand-out-from-the-crowd/>

REED: www.reed.co.uk/career-advice/cv-layout-dos-and-donts/

Get My First Job: www.getmyfirstjob.co.uk to create a profile, search and apply for Apprenticeships.

