**Full Name**

Address:

Contact Number:

Email:

**Personal Statement**

Who are you? What do you have to offer? What are your strengths? Why are you looking for an apprenticeship in your chosen area?

Taylor to the role/area you’re applying for e.g. Brickwork, Electrical, Joinery, Plastering etc.

Avoid clichés.

Include specific examples from previous positions/education that prove your strengths.

**Skills**

* Bullet point the skills you have relevant to the role.
* Think about IT packages you can use such as Microsoft Office: Word, Excel, PowerPoint, Publisher, Access, Outlook etc.
* If relevant (for Business, Digital Marketing, ICT and Customer Service Apprenticeships in particular), also mention other packages such as Adobe, Dreamweaver, Photoshop, Sage etc. as well as Social Media you have knowledge of using for example, Twitter, Facebook, Instagram, Snap Chat and eBay.

**Education**

**College Name**

(Start Date to End Date/Present)

A Levels:

* Subject – Grade
* Subject – Grade
* Subject – Grade

Adding particular course modules/units you completed (that are relevant to the role) is a great way to demonstrate your wider knowledge of the subject.

For example, if you studied any sort of Construction, you will have gained knowledge in specific areas such as marketing, finance, how a business is run, communication within, attendance/timekeeping, planning/organisation etc.

**School**

(Start Date to End Date/Present)

GCSEs:

* Subject – Grade
* Subject – Grade
* Subject – Grade
* Subject – Grade
* Subject – Grade
* Subject – Grade

**Work Experience**

Use your work experience (including any volunteering and work placements as part of courses) to demonstrate your relevant skills and abilities. But don’t just focus on your daily duties; you should also talk about the accomplishments and achievements you gained from each role, and what you enjoyed.

**Job Title**, Company, Location

*(Start Date to End Date/Present)*

Duties and Achievements:

* List all the duties, including what you observed - if you used ICT mention the packages used; for example, inputting data using Excel, sending emails using Outlook.
* Attendance and timekeeping – good or excellent?
* Mention what skills you gained during your work undertaken – think your first day and then on your final day – examples could be gaining confidence and also customer service skills.
* Mention what you enjoyed, this shows passion, examples could be dealing with different, customers/people, providing good customer service and learning more about the business.

**Achievements**

This section is not essential, however if you have completed DofE or NCS, received any other awards not previously mentioned or for any extracurricular activities, this is a great place to talk about it.

Achievement (e.g. Duke of Edinburgh)

*(Start Date to End Date/Present)*

* Awards received
* What you gained

**Hobbies and Interests**

Use this section to get your personality across. Include hobbies that are particularly unique (that you can expand on at an interview), prove your skills, and/or back up your motives for applying for the role.

For example, is you’re applying for Engineering, things like tinkering with your bike or a family members car, taking things apart and rebuilding them shows you are mechanically minded and a logical thinker.

Include any groups you are part of such as sports teams, bands, clubs you are in to demonstrate team work.

**References**

Available on request.

**Remember, this is a template, not a ready-made CV!**

**This means that it’ll only be effective if you actually put the work in. So, before you start, take some time to research the apprenticeship, and think about how your skills and experience make you a good fit.**