**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?

Tailor to the role/area you’re applying for e.g. Business, Engineering etc.

Use professional language, no clichés or slang and don’t write as you would speak.

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 Business, you will have gained knowledge in specific areas such as marketing, finance, how a business is run, communication within as business etc.

A Sport qualification may involve communication, attendance/timekeeping, planning/organisation etc.

**School Name**

(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, along with 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 about your first day compared to 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 D of E or NCS, received any other awards not previously mentioned, or for any extracurricular activities, this is a great place to talk about it.

**Achievement** (eg. Duke of Edinburgh/NCS)

*(Start Date to End Date/Present)*

* Awards received
* Skills gained

**Hobbies and Interests**

Use this section to get your personality across. Try to avoid overused clichés like ‘socialising with friends’ and ‘watching films’, as the employer is not going to be interested in this.

Include hobbies that are particularly unique (that you can expand on at an interview), are relevant the job to prove your skills, and/or back up your reasons for applying for the role. For example, is you’re applying for Engineering, things like tinkering with your bike or a family member’s car, taking things apart and re-building them all show you are mechanically minded and a logical thinker.

Include any groups you are part of such as sports teams, bands, clubs etc to demonstrate team work, commitment, reliability and dedication.

**References**

Available on request.

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

**This means that it’ll only be effective if you 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.**