

CV TEMPLATE FOR APPRENTICES

Getting an amazing job starts here.

You need a **standout CV** to catch attention.

Use this template to guide you and create a CV to get that all-important interview callback.

Name

Address, Town, Postcode | Email address | Mobile phone number

Do you have a blog? Online or downloadable portfolio? Add your links here:

Professional Experience

- List all the things you've done in your student or working life that have given you the professional experience you need to carry out the job you're applying for.
 - It's a good idea to bullet-point this section so that each of your experiences are listed clearly and concisely.
 - Try to sum up each point briefly – not everybody who receives your CV will have a lot of time, so make it as easy for them as possible.
 - Add links to any work you've been a part of. Most employers will now be reading your CV on a computer or mobile device, so links to previous places of work or any useful articles regarding your experience will add depth and interest to your application.
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Skills

- Had any memorable experiences that might be relevant to the role? Anything you can add that will help you stand out from other applicants will help you stick in employers' minds. For example, have you worked abroad? Are you a volunteer? Do you have an interesting and skilful hobby?
 - "Skills" are relative to each person creating a CV. For some it could be the things they learned while carrying out previous tasks within their previous roles; for others it could be team-building exercises on Duke of Edinburgh Awards trips or even evidence of trustworthiness and responsibility from retail work.
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Education

In this part, add details of all of your educational achievements to date. This includes the schools you have attended, the dates you attended them from and the subjects you studied.

You should also include details of your qualifications in this section.

Work Experience/Employment History

This part is where you can show off the skills and achievements you acquired while you worked at any previous jobs, or any work experience you have ever undertaken.

If you have never had a job before, or think the jobs you've had don't seem like they would be relevant to your new employer, think about what else you've done that makes you the perfect candidate.

Employers like to see examples of: being responsible, working to deadlines, being punctual and well-presented, being respectful and working with other people in a professional environment.

If you feel you have no relevant experience, you can always expand on some of the points you raised in the Professional Experience section, adding more detailed evidence and explaining your interest in these areas.

You are more experienced than you think!

Internships/other Qualifications

Have you taken on any internships or gained any other qualifications that were not part of your general education or career so far?

This is the place to show off any extra merits you have, from language qualifications to online courses you've taken. If you've been learning how to code online – add it here. If you've been using Duolingo to learn Italian – add it here too. Have you ever worked for a company as an intern, even if it was only for a week? Don't forget to include it!

Don't lie though; interviewers will always find out.

References

Tip: Don't ever give away your referees' details without asking them first.

All finished?

Now spellcheck! or even better, ask somebody you trust to read through your new CV to make absolutely sure there are no typos or mistakes before you submit it to any employers.