

Be Apprenticeship Ready CV Basics

If you're thinking about applying for an apprenticeship you will need to write a CV.

Your CV is your chance to sell yourself to an employer. Don't be scared to use your CV to highlight what you're good at, what you enjoy and any skills you have.

A CV for an apprenticeship doesn't need to be very long – employers aren't expecting you to have loads of work experience, but they do want to see some of these things:

1. Contact details:

Always include your name, address, email and your telephone number.

2. Personal profile:

Use this section to make an impact. This is the first part of the CV employers will remember so make sure it stands out and write a few lines about yourself. It should tell the reader; who you are, what you're looking for and what you have to offer.

3. Education:

This is where you can list all of your qualifications, you must include the qualification title, the grade you achieved or the type of qualification (not all qualifications have a grade). If you haven't achieved GCSEs please state the GCSEs you are studying and your predicted grades.

4. Work experience:

Employers always like to see some work experience when recruiting an apprentice. If you don't have any work experience, don't worry. But if you do, that's great!

It doesn't have to be relevant to the apprenticeship you are applying for, as most skills gained through work experience are transferable, such as customer service and punctuality.

Make sure you list any experience you have including work experience and placements, the dates that you worked there and a brief overview of your role.

If you haven't got any work experience you could include any volunteering you've completed. Follow the same guidance as above. If you've got work experience and volunteering include both on your CV as separate sections.

5. Achievements/skills:

This section of your CV allows you to 'Show Off'. Achievements can be anything you have achieved that is important to you! You should make sure you explain how your achievements/skills relate to your chosen apprenticeship.

6. Hobbies and interests:

You'll be surprised how many skills and how much knowledge we gain from our hobbies and interests. Some of these, such as teamwork, can be linked to your apprenticeship and it also gives you a topic to talk about during your interview.

7. Grammar and spelling:

Remember to check your CV for any spelling mistakes and grammatical errors before submitting it to an employer. Ask a friend or family member to check it for you, or use a free tool like Grammarly to help you.