

Your Name
Address
Contact number

Profile – one to two paragraphs about you and why you are looking for an apprenticeship. Could be the 1st thing an employer reads so it needs to be concise, positive and focussed on what the employer is asking for. This section can be adapted to a specific job advert.

Honest, reliable and mature, I am a quick learner who is ready to work hard and be part of a team. I get on well with other people and have experience of working within teams and independently.

I am looking to secure an apprenticeship as I feel a practical style of learning would be the most suitable option and would allow me to build on the skills and experience I have already gained through voluntary work.

Skills - highlight your key skills, these need to be relevant to the job you are applying for. Here I've thought about general skills that would be useful for an apprenticeship – stick to 5 or 6 bullet points. This section can be adapted to a specific job advert.

- Excellent timekeeping
- Strong communication skills
- Proven ability to work within a team and independently
- Understanding of customer service
- Strong ICT and social media skills

Education – always the most recent thing at the top of the section. This section is factual and only changes when you have new qualifications to add.

2016 – Present Falinge Park High, School Rochdale
Predicted 9 GCSEs at grades 4-5 (including English and Maths)

Work Experience – always most recent thing at the top. Put voluntary work in this section too. This section is factual and only changes when you have new experience to add. However, you may choose to highlight different information depending on the apprenticeship you are applying for.

Dec 2021 Tiddlywinks Nursery
Work Experience placement – Nursery Assistant

- Assist children with personal care
- Supervise and support with learning tasks and activities
- Work with all staff to make sure children are safe and happy

Additional Information – anything you think will support your application to a particular job. Can be related to school or things you do outside of school. This section can be adapted to a specific job advert.

In school staff describe me as mature, helpful and prepared to work hard. I have received several awards relating to my excellent attendance and have also represented the school at parents evenings and open events.

Outside of school I enjoy spending time with family and friends. I also like read and draw and this year I am committed to revision and attending extra lessons after school.

Reference – This needs to be someone who can confirm the information in your CV and recommend you for the job. You can add the name and contact details here or use the sentence below (this means an employer has to ask you before contacting

you reference). You can use anyone for a reference as long as they aren't related to you – consider a teacher, staff from where you volunteer, staff from work experience).
Excellent references available on request.