

View your CV as an introduction to the hiring manager and company – this is your first impression!

### **To start:**

There are many CV templates available via Microsoft Word (and we at SR Education have even provided you a template based on employer feedback) which will give you a good starting point. If this is your first CV it may be a little daunting, just remember the employer is not looking for experience of the apprenticeship you are applying for but someone with the right basic skill set and interests to be successful and engaged in the job role as well as on the apprenticeship programme.

As a school leaver or someone starting their career your CV should be one to two pages long – this should only ever be a template, your CV should be tailored to each and every role you apply for! Ensure you put across your willingness to learn and develop, after all that is what an apprenticeship is all about.

### **Presentation:**

Your CV should be typed in the same font with a text size of 11 or 12. In general CVs tend to be emailed and read on screen so Arial, Calibri, Times New Roman and Verdana are the go to fonts. The content of your CV is important, but equally so is the layout. Use headings and sub headings to ensure your CV is user friendly and recruiters are able to locate the information they require easily.

### **Content:**

You are able to download our template for full guidance but as a quick example –

*Name*

*Contact details* (ensuring contact number and email address is correct!)

*Personal profile* – what are your career aspirations, why do you want a particular apprenticeship or to work in that sector. Include any attributes, skills or experience you have that would make the recruiter want to hire you.

This should be a couple of sentences in the form of a short paragraph.

*Education* – listed in chronological order with the most recent first, if you are currently still in education include predicted grades. Education should be from Year 11+ so high school/secondary and beyond.

*Work experience* – this could include part time work or even work experience. As with the education it is advised to start with the most recent first. Accompanying each role should be at least 3 bullet points of duties completed, ideally transferable skills (i.e. if you have worked in retail: customer service, complaint handling and key holder)

*Hobbies and interests* – if possible mention interests that are relevant to the apprenticeship or things that will interest the reader. If you do not have work experience this is your chance to really illustrate skills and commitment covering any interest and extracurricular activities you have been involved with in and outside of school.

### **Ready to go?**

Have you checked for spelling and grammar mistakes? Have you had someone review the CV for you?

You don't want to mention your attention to detail to then have a mistake in your CV, ask a friend or family member to review the CV for you. Utilise the spellcheck resource. Read your CV out loud, it will instantly draw your attention to any mistakes. Finally, **double check those contact details!**