***Jane Smith***

Email address*:*

Telephone number:

**Personal profile**

A brief personal profile explaining what your career aspirations are, why you want to work in this particular sector (i.e. if you are applying for a customer sales apprenticeship, what interests you about sales), and any attributes or skills that you have that’ll make them want to employ you.

Keep it short and relevant to the job.

**Education**

Below your personal profile comes your education. Insert a header ‘Education’ and then list it in chronological order, with the last school you attended at the top.

You should only record your education from the age of 11, so don’t mention your primary school. For example, you could list it like this:

***2006-present:****All About School Leavers High School*

***GSCEs:****English Language (A), Food Technology (A), English Literature (B), Maths (B), French (B), Dual Science Award (C) (C), History (C), IT (C), Psychology (C).*

You can play around with how you present it, but make sure it’s readable and you’ve got all the right information. Remember to put down what the qualification is, e.g. GCSE, BTEC or A-level. It’s also best not to include subjects that you have failed.

**Work experience**

Next, you should put in any work experience you’ve done. This might include any jobs you’ve had, or any work experience placements you’ve done. Like your education, it is usually better to put the most recent things first.

You should write down the dates you worked there (e.g. September 2010 to February 2010), the name of the company you worked for and your role (e.g. Saturday Sales Assistant at The Irritating Parrot Shop).

Underneath, you should list what your duties were and the skills that you developed whilst working there. For example:

*“My duties involved:*

*- assisting customers;*

*- selling;*

*- cleaning the shop;*

*- answering the telephone and working behind the till.*

*“Dealing with particularly tricky customers really developed my customer service skills. I also learnt to work efficiently under pressure during busy Saturdays and developed an exemplary telephone manner.”*

Really, the aim of this section is to prove to the employer that you have the skills they are looking for.

**Interests & extracurricular activities**

If you don’t have much work experience, you can really play up your interests and extracurricular activities, i.e. anything you’ve been involved with inside and outside of school.

Mention interests that are relevant to the apprenticeship or things that will interest the reader (definitely not: “I like hanging out with my mates and playing on my PlayStation 3”).

You might also want to mention any other non-academic achievements, such as getting a brown belt in karate or getting a silver Duke of Edinburgh award. If you volunteer in your spare time, then definitely put that down. All of these show commitment to a specific area, which is an impressive skill!

**Skills**

Here you can list any language and computing skills. Tell them if you’re fluent in any languages. If you aren’t, but you can hold a conversation in a foreign language, then say that you’re an ‘intermediate’ or ‘conversational’ speaker.

If you are applying for an apprenticeship or job that requires practical skills, you might want to briefly outline any technical skills you’ve got.

Do you have a good working knowledge of Microsoft Office, Adobe Dreamweaver or Photoshop? What is your typing speed? Can you use both PCs and Macs? Whatever you can do, put it down!

**Finally**

There’s one way you can instantly put off an employer and that’s having spelling and grammatical mistakes in your CV. Get someone who really knows their stuff to check your CV for errors.

Double-check to make sure you’ve put down the right contact details, and read through your CV several times to check it through. There is nothing, and we mean nothing, worse than a CV riddled with spelling mistakes and grammatical errors. Reading your CV aloud will draw your attention to any glaring errors.