

CV Builder

Contact details...

Positioned at the top of your CV should be your name. Underneath should be your contact details, i.e. address, telephone number and email address. **For example:**

Jane Smith
38 School Leaver Lane, Brighton, BB3 9GH
j.smith@mail.me
07762 303213

Personal profile...

In this section, you could put in 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. (Give examples) Your personal profile should only be a few lines (6-8), so don't bore them with a great long essay.

Education...

Below your personal profile, comes your education. Insert a header 'Education' and then underneath it, put down your education. 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

A Levels: English Language, Maths, Biology (ABB predicted)

GCSEs: 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 the presentation, 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 good practice not to include subjects that you have failed.

You might want to include any other academic achievements too; for example, if you got a scholarship or achieved a gold award in the 'Maths Challenge'.

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. For instance, the list of duties above would be great for someone wanting to get an apprenticeship in a call centre as it shows: customer services skills, telephone skills and working well under pressure. Make sure you adapt your CV every time to reflect the kind of skills they are looking for in the apprenticeship you are applying for.

Interests & extra-curricular 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.

Skills...

Depending on the Apprenticeship, you might want to mention language skills 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 that requires practical skills, you might want to briefly outline any technical skills you've got.

Applying for an office based Apprenticeship? Then put down your general and specialist computing skills. 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!

References...

Don't worry! You won't need a huge amount of references. Usually you'll need about two or three. The important thing to remember is that they should not be members of your family or your friends. You can ask your teacher or tutor for a reference and you can get references from previous employers or people you worked for during work experience placements. Always contact your referees first to make sure they are happy to give a reference and to have their contact details shared.