

TEMPLATE

CURRICULUM VITAE

YOUR NAME

Home address in full and postcode

Telephone number: Home and mobile number if applicable

E-mail address

Date of birth: date/ month/ year

I have a full, clean driving licence and access to my own transport (if applicable)

PERSONAL PROFILE

- A short statement, 2-3 sentences maximum, summarising your key strengths and experience relevant to the job you are applying for. Show that you are motivated and ambitious to succeed.

EDUCATION, TRAINING AND QUALIFICATIONS

(Name of previous/current educational establishment first)

- If you have been to more than one school, insert additional rows below.

Date (from – to)	Name of School/ College, Address	Qualification/s	Grades achieved (or expected)
<i>For example: Sept, 02 – July, 05</i>	<i>Grove Secondary School, Hastings, East Sussex</i>	<i>GCSE Maths</i>	<i>B</i>
		<i>GCSE English Lit;</i>	<i>C</i>
		<i>GCSE English Lang;</i>	<i>C</i>
		<i>GCSE Geography</i>	<i>B</i>

WORK EXPERIENCE (if applicable)
(Name of previous/ current employer first)

- Ask yourself: What skills are they looking for? How can I illustrate I have them?
- What type of person are you – are you a good communicator, do you enjoy meeting people, are you organised, practical, methodical, adaptable, a team player, inquisitive, fit & healthy?
- Will you work hard and be trustworthy?
- Make this section positive and strong.

Date (from – to)	Name of employer, Address	Job Title	Job responsibilities/ duties	Outline the skills you have that helped you in this position
<i>For example: July, 04 – Sept, 04</i>	<i>Dom's Ice Cream Parlour, Hastings, East Sussex</i>	<i>Shop Assistant</i>	<i>Serving customers, cash handling and stock control.</i>	<i>My good communication skills came in use as the position involved face-to-face contact with the public. I am adaptable and eager to learn which helped me as my position was varied and there was a lot to learn.</i>

INTERESTS AND ACHIEVEMENTS

- Consider the bullets detailed under work experience here too, especially if you do not have the necessary work experience due you your age.
- Also in this section, you should emphasise any sporting achievements and any other non-sporting hobbies and interests you have, inside and outside of school.

REFERENCES

It is preferable to state that 'References are available on request' rather than list them on the CV. However, it is important to have them ready if required.

FURTHER INFORMATION

I have been accepted by Building Engineering Services Training (BEST), the leading training provider in your industry. By employing me on an apprenticeship programme, you will benefit from funding towards my off-site training and the services of a dedicated BEST training adviser who will affectively become my mentor during the apprenticeship. You can also be assured that, as a BEST approved candidate, I have met the strict criteria it sets to ensure apprentice success.

NOTE: It is important that the CV is no longer than 2 full pages if possible.