

Apprenticeship CV & Interview Guide

The Basics

Your CV is the first chance you get to make a good impression on a potential employer. A top-quality CV will considerably boost your chance of getting a face-to-face interview, so it is worth spending time and effort on the content and presentation.

Top Tips

Make sure your information is relevant and to the point

Keep it simple and clear

Read the job description and make sure that your CV highlights the skills and qualities required

Avoid gaps in your CV

Check for spelling, punctuation and grammar - ask for help proofreading your CV to avoid making any mistakes



Layout and Design

Use bold or capital headings to highlight and separate important information

Dates/Achievements in chronological order – newest first

Black ink on white paper is a standard professional format. Use fonts such as Arial, Calibri or Times New Roman in size 10 or 12 to make the content neat and readable

How long should my CV be? Ideally this should be no longer than 2 pages

CURRICULUM VITAE
PETER SMITH
Address
Telephone Number
Email Address

Personal Profile
I am a very keen, hardworking and enthusiastic who enjoys working in a team environment. I am able to follow instructions, work to deadlines and work on my own initiative. I am well presented and reliable and able to get on with everybody.

I completed my GCSEs at school and then progressed to college to do Business Studies. I finished the course with a distinction and I am now looking to develop a career using the skills that I learnt. I am keen to work in a business that will develop my skills and knowledge and I am keen and eager to learn new things. I have a flexible approach and feel I will be an asset to any business.

Education

2013 – 2014	Pendleton Sixth Form Centre	Grade
	Level 2 Business Studies	Distinction
2008 – 2013	Walkden High School, GCSEs	
	Maths	C
	English	C
	Science	B
	Business Studies	D
	Sport	B
	French	A
	History	C

In addition to the above, I have completed a basic first aid course which I received a certificate for.

Work History

2010 – 2014 Spar, Cashier

I work at Spar each Sunday. I am responsible for serving customers, helping customers to find goods, cash up at the end of the evening and ensure that my till balances, replenish stock on shelves and generally help as required.

I really enjoy this work and it has helped me develop my confidence. Whilst I very much like the job I will be leaving this once I have found full time work.

2012 – 2012 Work Experience at Natwest

For my work placements at college I attended Natwest Bank. During this two week placement I helped customers, I answered the phone and I observed the staff with customers. I did lots of administrative duties such as filing, ordering stationery and collecting documents.

The experience was really helpful and I learnt a great deal from it.

Interests

In my spare time I like to spend time with family and friends. I have a younger sister who I help after and I help her with her homework at the weekend. I am a keen cyclist and like to go on long weekend. I have done long cycling challenges and have raised money for charity at the same time.

I also like to spend time learning new skills such as social media for business, basic accounting and diary management and read relevant articles. I am currently developing my LinkedIn profile to make sure that I am showcasing my skills to future employers.

References

Available on request.



Setting out your CV - Personal Details

Large
clear
name

Peter Smith

Address
Telephone Number
Email Address

Your
YouTube
Account – add
details for a YouTube
account if relevant to the role
that you are applying for
e.g. Social media
Apprenticeship

Up
to date
contact
details

Setting out your CV - Personal Profile

Personal Profile

Sample text

I am a very keen, hard-working and enthusiastic who enjoys working in a team environment. I am able to follow instructions, work to deadlines and work on my own initiative. I am well presented and reliable and able to get on with everybody.

I completed my GCSEs at school and then progressed to college to do Business Studies. I finished the course with distinction and I am now looking to develop a career using the skills that I learnt. I am keen to work in a business that will develop my skills and knowledge and I am keen and eager to learn new things. I have a flexible approach and feel I will be an asset to any business.

- Situated at the top of a CV under your personal information and is one of the first sections that the reader will come across
- A brief overview of who you are and what personal qualities you have to offer
- Reference to your skills ensuring they are specifically tailored to that of the position
- Outline your areas of expertise and experience
- In addition it should entice the reader to want to know more and go on to read the rest of your CV or application form.

Setting out your CV – Education

Education

Sample text

2013 – 2014	[College/School Name] Level 2 Business Studies	Grade X
2013	Walkden High School, GCSEs Maths English Science Business Studies Sport French History	X X X X X X X

List
in order
of dates
achieved – most
recent education/
training first

Include
all grades
including GCSE's
and any college
study

In addition to the above I have also completed basic first aid training with scouts.

Include
any training/
qualifications that
are relevant to the job
role that you are
applying for

Setting out your CV – Work Experience

Work History

Sample text

2010 – 2014 Spar, Cashier

I work at Spar each Sunday. I am responsible for serving customers, helping customers to find goods, cash up at the end of the evening, ensure that my till balances, replenish stock on shelves and general help as required.

I really enjoy this work and it has helped me develop my confidence. Whilst I very much like the job I will be leaving this once I have found full time work.

October 2012 Work Experience at Natwest

For my work placements at college I attended Natwest Bank. During my two week placement I helped the staff, answered the phone and served the staff with customers. I was responsible for administrative duties such as filing, ordering stock and handling documents. My work experience was a great experience as I was able to deal with

Talk about
duties completed
and skills
developed

Note the
year/month
when the work was
completed

*In addition
to paid work, your
work experience can
include and voluntary or
unpaid work that you
have completed

List the name of
the employer and
title of role

Additional Skills and Interests

Interests

Sample text

In my spare time I like to spend time with family and friends. I have a younger sister who I help look after and I help her with her homework at the weekend. I am a keen cyclist and like to be out at the weekend. I have done long cycling challenges and have raised money for charity at the same time.

I also like to spend time learning new skills such as social media for business, basic accounting and diary management and read relevant articles. I am currently developing my linkedin profile to make sure that I am showcasing my skills to future employers.

Include any skills that will be relevant to the role that you are applying for and include examples

List any interests that promote your skills i.e. involved in a team

References

References

Available on request.

- You don't have to list them on your CV but references are usually requested on an application form or after an interview
- Typically two references are requested from an employer
- Get permission first – contact the person before adding them as a referee and explain the job that you are applying for
- Examples of referees – academic i.e. school/ college tutor and previous/ current employers. A character reference can be provided by a neighbour or someone who you have volunteered for

Interview Guidelines

Prior to your interview:

- Research the organisation and business sector
- Prepare to answer standard questions
- Be ready with a few questions for the interviewer
- Dress appropriately
- Read the CV and covering letter
- Check buses/trains/parking/petrol
- Make sure you know who will be interviewing you

At The Interview – Do's & Don'ts:

Do

- Turn up on time, be professional and above all be pleasant
- If it is a panel interview make sure you talk to everyone – do not direct your answers at one or two people only
- Find out as much about the position as you can

Don't

- Be late
- Criticise current or previous employers
- Answer the question with another question
- Interrupt the interviewers

Positive language to use

- I am able to
- I am capable of
- I can
- I haven't had the opportunity to do that but I am willing to train for it/learn for it
- I certainly enjoy a challenge

Negative language to avoid

- I think I can
- I've been told that I can
- I'm nervous
- You should do this
- I should do this
- I can't do that
- I'm not very good at



Questions you may be asked: – prepare your answers!

- Tell us briefly about your present job – why are you leaving?
- What aspects of your job do you enjoy the most/dislike the most? Why?
- Tell us a bit about yourself? Strengths and weaknesses?
- What do you do in your spare time?
- What do you see yourself doing in five years' time?
- Why did you apply for this job? What was it that appealed to you?
- Why should we employ you? How could you benefit our organisation?
- How do you deal with criticism/a large workload/strict deadlines/difficult customers?

Questions for you to ask:

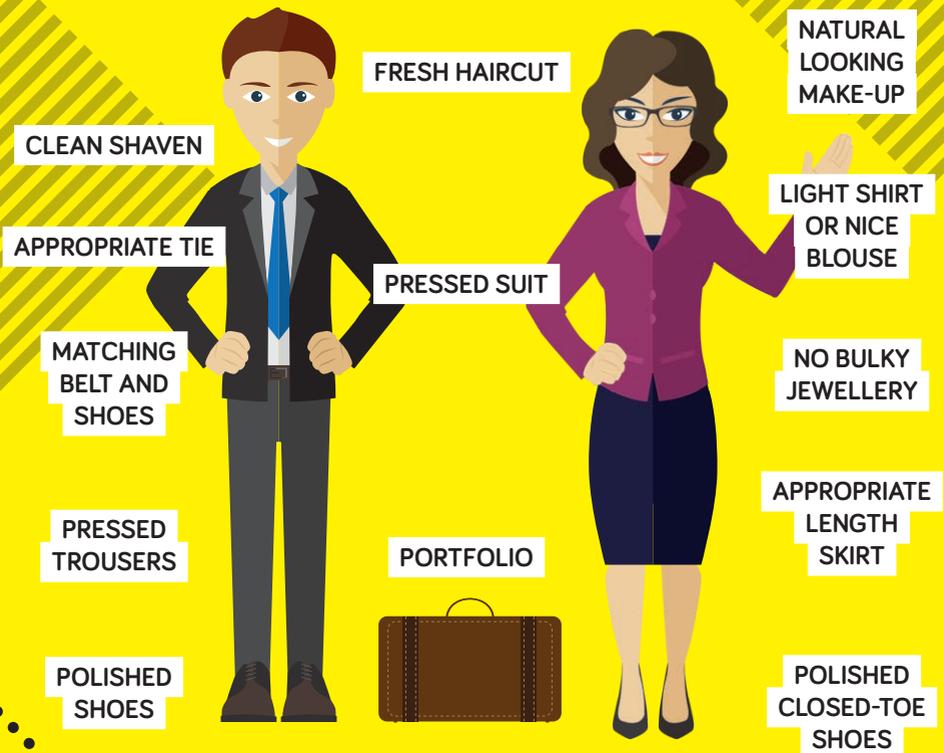
- How many people will I be working with?
- What are the working hours? (Are they flexible?)
- Is there a pension scheme available?
- Are there any transport subsidies?
- Training opportunities?
- Progression opportunities?
- Commission based salary?

Five stages to your interview:

- Introduction
- Discussion about the organisation and job vacancy
- Candidate is asked questions about their current/previous jobs, the suitability for the vacancy, personal questions. Also this is the time for the “What would you do if...?” questions
- The opportunity for the candidate to ask questions
- The final step: Interviewer will say when and how the candidate will hear of the interview result



What to Wear



ANY QUESTIONS?

Contact the Apprenticeships Team on **0161 631 5555**
or email apprenticeships@salfordcc.ac.uk