

Application and CV writing

THE
ASK
PROGRAMME

APPRENTICESHIPS
TRAINEESHIPS
T LEVELS



Funded by the Department for Education

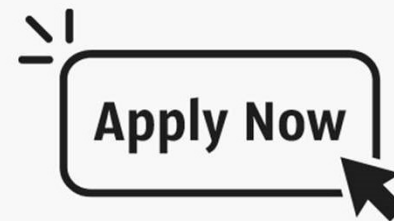
The application process



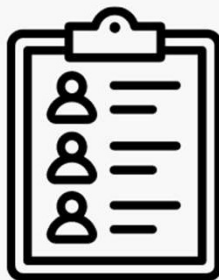
Register



Search



Apply



Shortlisted



Assessments



Interview

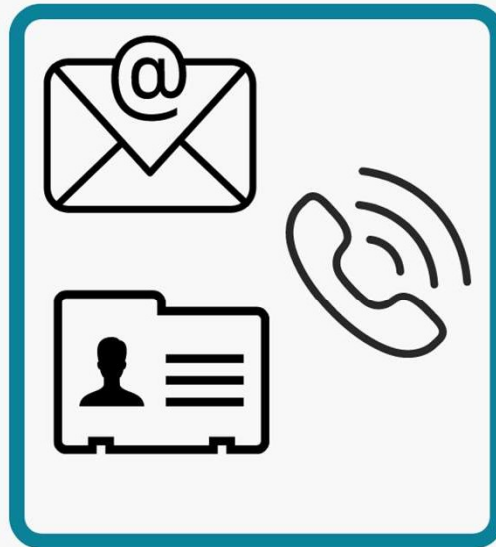


Job offer

START

Apprenticeship

Preparing to apply



Contact
information



Deadline

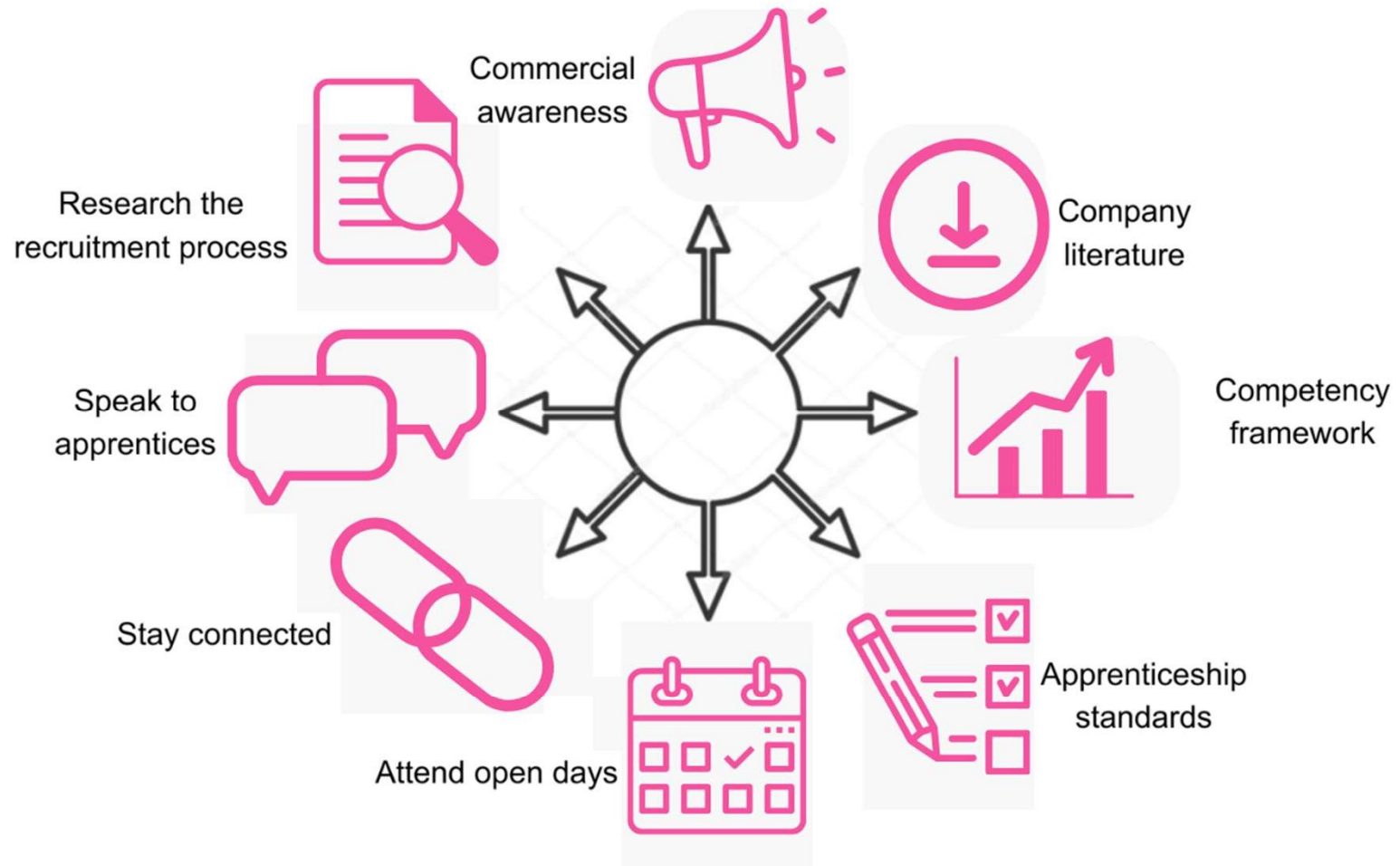


Eligibility



Preparing

Research



Applying



About you

[Help with this section](#)

What are your main strengths?

Please provide examples of when you've demonstrated your strengths

4000 characters remaining

What skills would you like to improve during this apprenticeship?

Think of what your main duties would be and whether there are skills you'd like to develop

4000 characters remaining

What are your hobbies and interests?

Remember to include any personal achievements

4000 characters remaining

What are strengths



**WHAT ARE
STRENGTHS?**

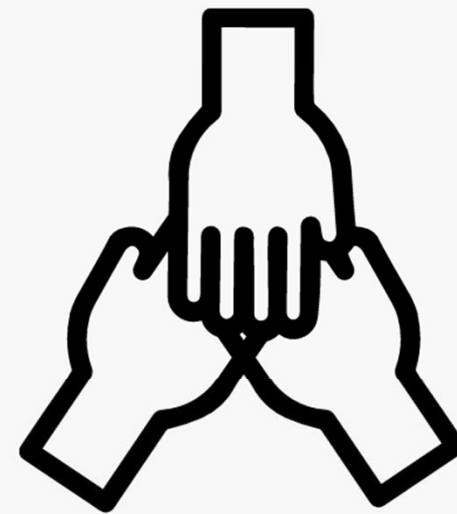
Examples of strengths



Confidence



Creativity



Teamwork



Examples of strengths



leader initiative curious
flexible independent calm
disciplined focused
caring hard-working helpful
patient enthusiastic determined inspiring
positive dedicated self-confident fair
respectful critical thinker responsible honest
observant problem solving persistent
polite creative communication ambitious mature
practical adventurous versatile
friendly imaginative punctual
realistic trustworthy teamwork
organised
cheerful

Matching and demonstrating your strengths



Requirements and prospects

Desired skills

- Good communication skills (written and verbal)
- Computer literate with good working knowledge of Microsoft Office
- Attention to detail
- Enjoy meeting and working with people

Personal qualities

- Mature attitude, punctual and reliable with a positive attitude to work
- Articulate and confident in using the telephone and speaking to people
- Responsible and trustworthy
- Willingness to work in a team environment whilst learning and developing skill set

Desired qualifications

The ideal candidate will be educated to GCSE level with a grade C/4, equivalent or above in maths and English.

'I have good communication skills. I have given presentations in front of audiences in whole year assemblies and I have also talked in front of groups in the classroom. As a 6th form Ambassador, I have been involved in open evenings where I have spoken to groups of parents and prospective students about my experience of the 6th form. I also have written communication skills and I am speaking on the telephone'

Activity 1 : Identifying strengths



	Strength	Example
1	Strong writing skills	I write a monthly newsletter for my school/sports club
2		
3		
4		
5		

Activity 1: Identifying strengths



Apprenticeship summary

Annual wage

£10,600.00

Working week

Monday to Friday 8:00am - 16.40pm

Total hours per week: 37.5

Expected duration

17 Months

Possible start date

29 Aug

Date posted

16 Jun

Distance

15.4 miles

Apprenticeship level

Advanced
Level 3 (A level)

Reference number

What will the apprentice be doing?

- Content writing
- Videography and video editing
- Photography and editing
- Web design
- Graphic design
- Presentation design
- SQL and data reporting dashboard creation using grow.com
- Campaign management
- Email design and management using mailchimp
- Social media management using hootsuite
- LinkedIn account management 3 personal accounts and messaging campaigns
- Data manipulation and marketing audience research

What training will the apprentice take and what qualification will the apprentice get at the end?

Estio apprenticeship training programmes are delivered virtually by our fully qualified and industry experienced training team. Using their expert knowledge, we've purposefully built our programmes around the real-world use of modern technology, so that the skills we create can be directly applied in the workplace.

Activity 2: Identifying strengths



Requirements and prospects

Desired skills and personal qualities

Communication skills, IT skills, Attention to detail,
Organisation skills, Team working, Writing skills, Task
software skills

Qualifications

GCSE or equivalent English (Grade A*-C/9-4 or
equivalent) Essential

GCSE or equivalent maths (Grade A*-C/9-4 or
equivalent) Essential

Activity 2 : Identifying strengths



	Strength	Example
1	Strong writing skills	I write a monthly newsletter for my school/sports club
2		
3		
4		
5		



Question 2: Skills to improve



1

“I would say that sometimes during work or at the end of a task, I need someone’s approval of if the work was exceptional. Also at times, I can be afraid to ask someone something if I feel I am bothering them, which is something I’d like to overcome by not being afraid to ask them.”

2

“I would like to improve my knowledge of working and the business world”

3

“My working skills. And concentration. Skills.”

4

“The skill I would like to develop through this apprenticeship is my confidence. I feel that by meeting and working with new people and putting myself in a different environment will help to push me out of my comfort zone and overall,, increase my confidence.”

Question 3: What are your hobbies and interests?



Employability skills



Key learnings: Strengths and skills questions



- ★ Recognising strengths is key to successfully 'selling yourself' to an employer
- ★ We all demonstrate our skills each day
- ★ Your strengths will develop ...it's a changing journey.....
- ★ Enables you to match yourself to suitable jobs
- ★ Also helps to spot any areas where you could improve your skills or knowledge
- ★ If you get stuck – ask your family, friends or teachers what they think your strengths are
- ★ Keep a skills log as you're learning new things so you can come back to it for each new application
- ★ Practise makes perfect
- ★ Apply the same techniques to other questions that could be asked on other application sites



Your CV



Name Surname
Address
Mobile No/Email

PERSONAL PROFILE

I am a responsible person who is keen to begin a career in (what – plumbing, electrician, gardener etc). During my days in Education I have (what have you learnt, studied that could be relevant to the career you want to have?)

I have learnt how to work with others in group projects and how important it is to allow people to be able to talk and have their say. I work in an organized manner and always like to get my work done in plenty of time and not leave anything to the last minute.

I am keen to continue learning and would be happy learning new skills at the same time as gaining practical experience.

EDUCATION

University, College, School – For all include titles/subjects and qualifications.

List your schools and subjects and Grades in order of most recent first EG: GCSE's subject and Grades:

DATES	SCHOOL	GCSE SUBJECT	GRADE

EMPLOYMENT HISTORY

Date to Date or To Date – JOB TITLE – Where?

You will only have an employment history if you have done any part time work such as a paper round or Saturday job whilst you have been at school.

SKILLS AND ABILITIES

Computer skills – MS Office, Excel, Outlook, Social Media? Anything relevant.
What else have you done through school that could be relevant. This will largely depend on what you are hoping to go onto to do? If you want to be a plumber and do an apprenticeship then maybe you did some work experience working alongside a plumber?

HOBBIES & INTERESTS

What do you like to do outside of work?

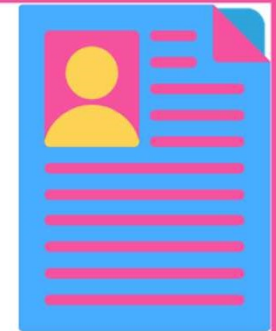
REFERENCES

Available on request – use your Headmaster/mistress or any college or work experience.

CV structure



- 1 Contact information
- 2 Short personal profile
- 3 Education information
- 4 Work experience
- 5 Skills and achievements
- 6 Hobbies
- 7 Reference



Key sections - Personal statement



Personal statement

A highly motivated and hardworking individual, who has recently completed their A-Levels, and received excellent grades in both Maths and Science. Seeking an apprenticeship in the engineering industry to build upon a keen scientific interest and start a career as a maintenance engineer.

Mechanically minded, with a methodical approach to working and an eagerness to learn and develop personal skills in a practical setting. Eventual career goal is to become a fully-qualified and experienced maintenance or electrical engineer, with the longer-term aspiration of moving into project management.



Key sections - key skills



Key Skills

- Advanced problem solving and numeracy skills
- Accomplished communication skills, both written and verbal, developed through numerous essays and presentations given during my time at college
- Ability to take the initiative and work well under pressure, ensuring strict deadlines are met, as successfully demonstrated during work experience placement project
- Flexibility, whilst maintaining enthusiasm and commitment to each project
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint

Key sections - work experience



Work Experience

Part-time Sales Assistant, Shop Name, Location

(April 2011 - Present)

Key results:

- Achieved four out of five revenue targets
- Personally billed over £10,000 since starting position.
- Demonstrated resilience and ability to upsell products, consistently meeting KPIs set for adding more value to sales.
- Significantly improved negotiation skills, regularly converting customers from point of enquiry to sale.

Pharmaceutical Company (*unpaid work experience*)

(Summer 2009)

Duties included:

- Shadowed a key member of laboratory staff, observing their day-to-day work
- Spent a morning working within customer service centre, listening to client complaints and understanding company best practice when responding
- Assisted in project on risk management and contingency planning in case of failure at distribution centre
- Learned about company project management lifecycle methodology
- Gained knowledge of key health and safety standards used within the industry



Key sections - Hobbies and interests



Hobbies & Interests

Over the last two summers I have helped a family friend restore a classic sports car. This has triggered a passionate interest in mechanics and automotive restoration and, now that the project is finished, I have continued to build my knowledge by attending various classic car events.

During this time, I also decided to set up a blog around the project. Initially starting as a way to ask other collectors for advice whilst tracking progress, I began to enjoy writing about the subject and have now started writing occasional freelance articles for an online automotive magazine.

Hints and tips for CV writing



Style



Use a clear and professional text



Don't try to fit too much on



Have clear section headers



Use free space

Content



Make it personal



Include what is relevant

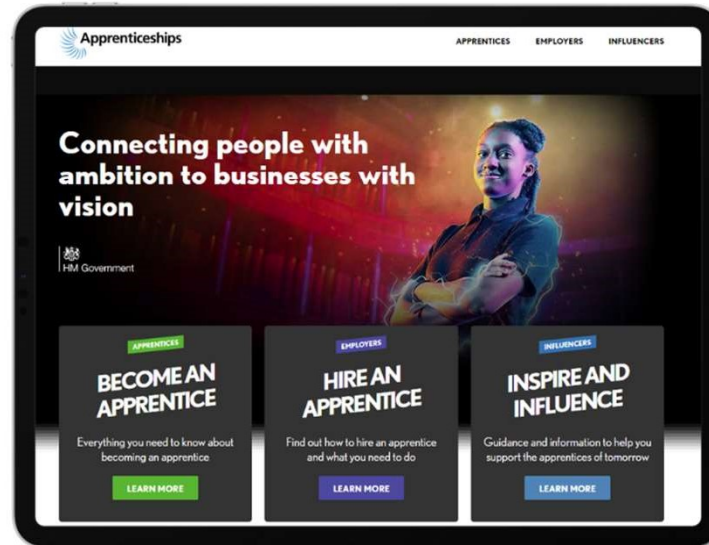


Use bullet points

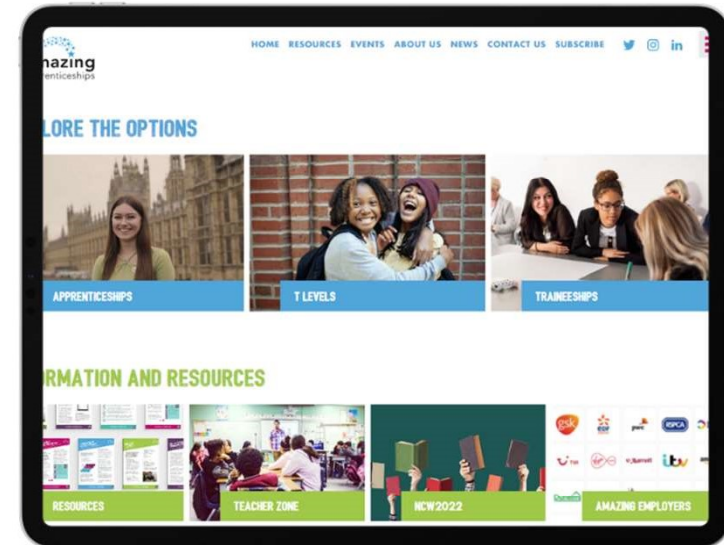


Check grammar and spelling

Contact us



Apprenticeships.gov.uk



AmazingApprenticeships.com



Explore your education and training choices

Still not sure what's next for you? Whether you know where you're heading or not knowing about the different routes open to you is a great place to start.



**GET
THE
JUMP**
**SKILLS
FOR LIFE**

Any Questions?

