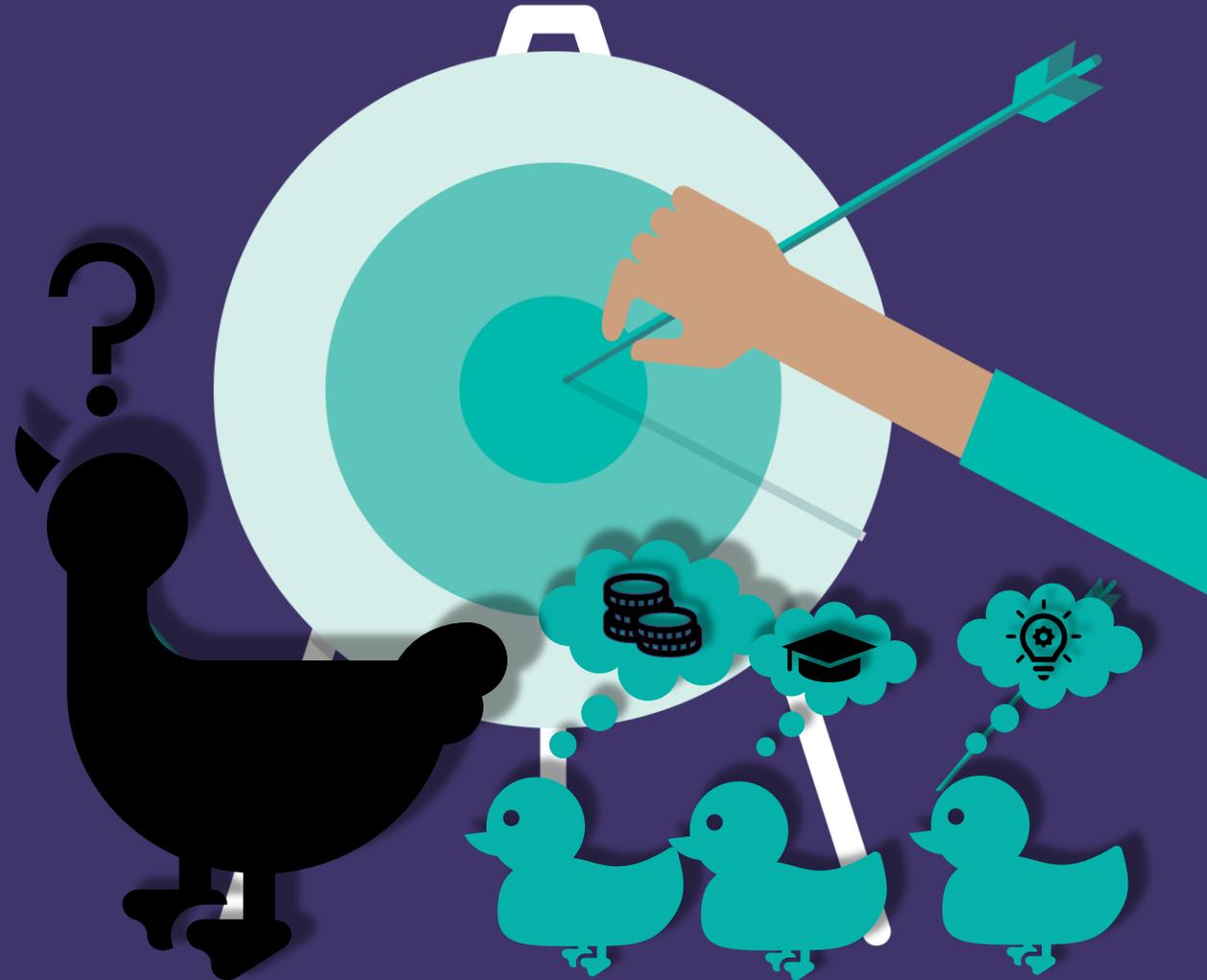


Writing a CV and cover letter for apprenticeship applications

Emilie Dufresne
Higher Education Champion

Kit Rackley
Higher Education & Apprenticeships Champion

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Why do you need a CV and cover letter for applying for an apprenticeship?

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Apprenticeships are essentially **jobs**

Apprentices are **employees** of an organization/
company

80% of apprenticeships are with the employer 'at work', 20% is with a training provider

You will need to **demonstrate** your suitability for the working environment

The application process for apprenticeships is **very competitive**



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Curriculum Vitae (CVs)



What Is a CV?

- A 1-2 page document which gives an overview of your qualifications, achievements and skills
- The first thing an employer will look at when thinking of hiring you as an apprentice
- An advert to a potential employer



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JAMES POND
High School Student

(555)-0123456 | MichaelDoe@live.com
MichaelDoe@live.com | California, US

PERSONAL STATEMENT
High-school student with an interest in retail and customer service. Punctual with a desire to improve and apply my skills of time management, computer literacy and communication. Impact motivates me more than anything else.

EDUCATION
High School
Carberry High School | GPA 3.5 / 4.0
2015 - Ongoing

MOST PROUD OF
Springfield Cup
Played a role in getting Springfield FC to the finals of our football league where we took home the cup.

VOLUNTEERING WORK
Library Assistant
Carberry High School
03/2017 - 03/2018
Responsible for cataloging intake and monitoring loans in Carberry High School's library.
• Tagged and cataloged over 250 books which taught me dedication
• Resolved 15 overdue loans in one month allowing me to build human relations skills
• Reorganized the library's full collection of 2500 books which put-into-practice my time management skills

Equipment Manager
Springfield Local Football Club
03/2016 - 07/2017
• Managed equipment for training, activities and competitive games for a team of 20 people.
• Attended over 50 games in the last year.

SKILLS
Organisation
Problem Solving
Conflict Resolution

REFERENCES
Jane Doe | Carberry Principal
JaneDoe@Carberry.com | (555)-0123457
John Philip-Adams | Springfield FC
JohnPhillipAdams@SFC.com | (555)-01234555

PASSIONS
Animal Welfare | Rock Climbing
LGBTQ+ Activism

CV Must-Haves

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- Your name and contact details
- Skills and personality traits which make you right for the role
- Your education and qualifications
- Any part-time jobs or work experience
- Your interests and hobbies
- Referees or people who can verify what is on your CV

Make sure to use a [sensible email address](#). Make sure that you [check your email](#) often.

[Volunteering](#), helping at [after school clubs](#), or being in [leadership roles](#) (prefects, head pupils, peer mentors, school council etc) all count as work experience.



CV DOs



- Do make it impactful
- Do be positive
- Do spellcheck and proofread
- Do alter your CV for a particular job
- Do be honest
- Do ask people their opinion

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CV DON'Ts

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- Don't leave gaps in time
- Don't make it unreadable or cluttered
- Don't sell yourself short
- Don't go over 2 pages
- Don't beat around the bush



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Cover Letters



What Is a Cover Letter?

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- A letter that you send along with your CV when applying for work
- A personal advert highlighting the most important things about you which make you perfect for the role
- An opportunity to explain why you want that particular job and what you would bring to the role

389 Mile End Street
Leicester LE1 6RJ

Ms Sarah Miles
Graduate Recruitment Manager
Smith, Jones & Coopers
12-15 Regent Street
London EC1 6PY

10th August 2012

RE: Graduate Accountancy Training Scheme

Dear Ms Miles

I am writing to apply for the Graduate Accountancy Training Scheme as advertised on my Careers Services' website and in its current vacancy bulletin.

I first became interested in a career in finance through attending a series of careers presentations by employers at my university. The talk on accountancy by your colleague David Rome impressed me most and led me to feel that training as an accountant would combine my skills and interest in business, problem-solving, and working with people. The work experience I obtained last summer at XYZ Bank was extremely useful and I greatly enjoyed being in a financial environment. I am now particularly excited about fulfilling my potential in accountancy and my choice of career has been confirmed by wide reading of careers literature on the profession.

I feel I have a range of relevant skills that I can bring to Smith, Jones and Coopers. My communication skills have greatly developed both through my work experience at the bank and through my degree. During my course I have not only written essays but frequently presented papers and arguments orally in seminars, occasionally employing the use of visual aids. One assignment involved small groups of four students working as a team to co-research and co-present a topic. This taught me a lot about working in a team as well as further practising my presentation skills. I feel I have presented to a high standard and have learnt many of the principles behind effective presentations. Additionally on my course I have developed a high level of IT skills: I have regularly used Word, Excel and the Internet and I am comfortable in sourcing and handling data electronically. As you can see on my CV I lead a busy life through my various sporting activities, which has meant that I have very quickly learnt the importance of time management. I have always handed my work in on time and never missed a deadline.

Smith, Jones and Coopers attract me because of the variety of your training scheme and the emphasis on early responsibility together with all necessary support. Your position as one of the top 20 firms attracts me and as a leading firm I feel Smith, Jones and Coopers offers the opportunity to work with the type of businesses and clients that I am seeking.

I hope my CV shows that I have the skills and potential to join Smith, Jones and Coopers' training programme. I am available for interview at any time and look forward to hearing from you.

Yours sincerely,
John Edwards

John Edwards



Cover Letter Structure

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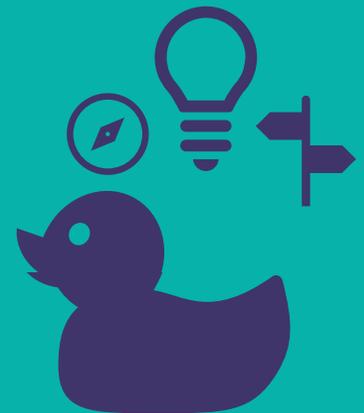
Key Paragraphs:

- The job your applying for, and the parts of the application
- Why you want that job and why you want to work for the company/organisation
- Why they should hire you as an apprentice – skills and experience which might separate you from other candidates, and your capacity to learn further
- Achievements you are proud of which demonstrate desirable skills and attributes

Keep it to the point

Show your passion

Grab the reader's attention



Make Your Cover Letter Stand Out

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Use words directly from the vacancy description to show you have tailored the cover letter for that specific apprenticeship.

If you know who you are writing to, directly address them:

"Dear _____,"

Don't just list your skills, prove it! Use relevant examples to make you stand out.

Give examples of new skills you have picked up in school/college, and how they might be developed further to the benefit of the company

Relate all the points you make back to the role you are applying for and the apprenticeship role specification.

If you know the recipient's name sign off with "Yours Sincerely" if not, use "Yours Faithfully"

Tailoring your application for apprenticeships

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Tailor your application to the employer

Advice from UCAS

- Hit all of the entry requirements outlined in the vacancy.
- Put the most relevant information first.
- Consider the company culture and how you'd fit into it.
- Make hobbies and interests seem as relevant as possible.



Tailoring your application for apprenticeships

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Don't forget the study element

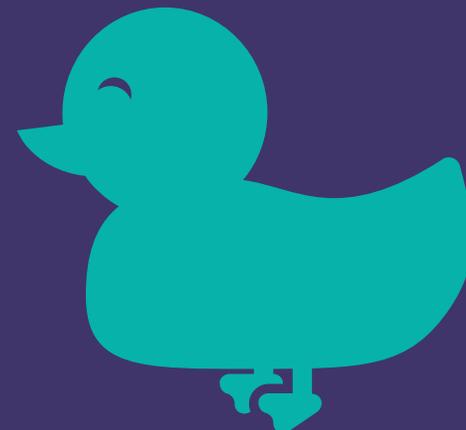
Advice from UCAS

- Include all formal qualifications
- Show that you're capable of meeting deadlines and being organised.
- Don't try and be funny - even if you think it's hilarious.

Also...

Include a real example of two of a piece of work for a relevant course which you are proud of.

If you've had a part-time job, detail how you've balanced out studying and work.



Now What?

Help your friends

Look at examples online

Use CV and cover letter builders to help you – we recommend Barclays life skills

Just sign up and search 'CV and cover letter'



barclayslifeskills.com

LifeSkills
Created with BARCLAYS

takeyourplace.ac.uk

PODCAST!



neaco

takeyourplace.ac.uk



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