**NAME SURNAME**

Address line 1, Address line 2

Postcode

Tel: 0777 777 777 Email: [email.@gmail.com](mailto:email.@gmail.com)

**Candidate Profile**

Write About yourself in a positive light and include any hobbies or interests relevant to the apprenticeship you are keen to begin. Focus on your describing your personality and pick out those aspects which are relevant to the job you are applying for. E.g., I am a patient person and feel that this allows me to cope well with children of all ages. Write about any clubs or afterschool sports or activities you are involved in and perhaps and awards or achievements you are particularly proud of such as Duke of Edinburgh or other school experiences. This should ideally be a minimum of 6 sentences but can be as detailed as you wish. Tell the reader what your career goals to date are and why you think an apprenticeship in your chosen field would suit you.

**Education**

**Month/Year – Month/Year: School/College Name**

**GCSE’s** Subject (Grade), Subject (Grade) Subject (Grade), Subject (Grade) Subject (Grade), Subject (Grade) Subject (Grade), Subject (Grade) Subject (Grade), Subject (Grade)

**A Levels** Subject (Grade), Subject (Grade) Subject (Grade), Subject (Grade)

Work Experience

**Job Title**

*Company Name, Location*

Month/year – Present

* Describe in a sentence duties and responsibilities
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**Job Title**

*Company Name, Location*

Month/year – Month/Year

* Describe in a sentence duties and responsibilities
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**Skills**

**Skill 1**  – Provide details using examples of how you have developed this skill eg; (**Self-management** – I have managed to complete my GCSE’s and hold down a part time job which was often full time in the school holidays)

**Skill 2**  – Provide details using examples of how you have developed this skill

**Skill 3**  – Provide details using examples of how you have developed this skill

**Skill 4**  – Provide details using examples of how you have developed this skill

**Skill 5**  – Provide details using examples of how you have developed this skill

**Volunteer Work Experience**

Describe (giving dates) any volunteer work you have carried out including your year 11 work experience placement, help or unpaid work in family/friends business or babysitting.

**Hobbies and Interests**

Describe your hobbies and interests in this section. Mention type of books/TV and media you enjoy watching, sports and recreational activities you enjoy playing or any other interests you have personal to you.