

APPRENTICESHIP EMPLOYABILITY PACK



CVs

Your curriculum vitae, commonly referred to as your CV, is a document that is designed to give potential employers an overview of your skills and experiences. It is often your first opportunity to impress an employer, so it is vital that you get it right. By following some simple tips, your CV can stand out from the crowd and hopefully land you an interview!

So what should your CV include?

Contact details – include your full name, address, phone number, and email address. You do not need to include your date of birth or a photograph.

Personal profile – this is a short statement that is designed to highlight your key strengths and should ‘paint the picture’ for the employer. Try to make this as concise as possible.

Skills – list a few of your key skills which would be useful in the role that you are applying for.

Education history – make sure you include the name(s) of the school/college and the years that you attended. These should be listed from most recent at the top, to oldest at the bottom. Provide any grades and qualifications that you achieved while studying there, such as GCSEs, BTECs or A-Levels.

Employment history – if you have any previous employment history or work experience then put it in here. Again, make sure the most recent one is at the top, and you name the company, job role, and the dates you worked there. You should also list your main responsibilities while in the role.

Interests – so, what do you enjoy doing in your spare time? This is your opportunity to give a glimpse of what you are like as a person to the employer.

YOU SHOULD...



Tailor your CV for the job role and sector that you are applying for. This will help to show the hiring manager that you are genuinely interested in the role and prove that you are a good fit.

Read the job description carefully and identify the key skills that the employer is looking for. Try to remember these when tailoring your CV!



Mention any gaps that you may have in your education/employment history. Gaps are potential red flags for employers, so don't give them the opportunity to dismiss your application. Address the gap and briefly explain why it is there.

Keep it short! It is easy to get carried away when typing, but you don't want the employer to lose interest in your CV. Make it as clear and concise as possible, and it should be no longer than two pages.



Check (and double check!) for any spelling errors before submitting your CV, and make sure you have followed the tips.!

For further tips and advice, check out these links:

[Reed](#)

[Prospects](#)

[Target Careers](#)



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Personal Profile

Having recently finished my final year exams, I am now hoping to find a business admin apprenticeship that will allow me to continue with my development. I consider myself to be an excellent team player who also works well as an individual. Recent achievements include 100% attendance throughout Year 11 and being a mentor to younger students while I was a prefect.

Skills & Personal Qualities

- Good team player
- Punctual
- Responsible
- Confident communicator
- Strong IT skills

Education History

Stockport Community College, 2015 – 2020

GCSEs:

- English – 6
- Maths – 6
- Science – 5
- History – 5
- Religious Studies – 4

Work Experience

Receptionist, July 2019

Stockport Office Supplies Ltd

While at school, I did a week-long work experience placement at Stockport Office Supplies. My key responsibilities included: greeting visitors, answering the phone, filing away paperwork and checking stationary stock levels.

Hobbies & Interests

In my spare time, I enjoy playing football and play for my local team every Sunday morning. I also enjoy solving puzzles and playing video games.

APPLYING FOR JOBS

So, now that you have your well-crafted CV, where can you find the latest apprenticeship opportunities?

Well here at Damar, we advertise on a couple of different platforms, so these would be a great place to start when you are searching for your new role!

Get My First Job

Get My First Job (GMFJ) helps to connect young people with employers who are searching for the talent of tomorrow.

When creating a profile on GMFJ, here are some things which we would recommend:



Uploading your new CV.

It sounds simple, but you would be surprised how many people forget to upload their CV! This is so important as it makes your profile stand out to potential employers, and helps to speed up the recruitment process for you.



Completing all of the available fields.

This includes personal details, qualifications, work experience and career interests. By doing this, your profile will achieve a higher 'rank' and become more appealing to the recruiters who are using the platform.



Taking your time.

Employers and training providers can headhunt your profile without you even having to apply for an apprenticeship, so think to yourself, "does my profile stand out?"

After you have completed your profile, the next step would be to apply for any suitable opportunities. When doing this, there are a couple of things to consider:

The role itself.

Have you read the job description and are you aware of what the company does? Can you see yourself committing to this role alongside your apprenticeship study? Please consider these things before hitting 'apply'!



The commute.

Have you done an online search to see how long it would take you to commute to the employer's location? Is this feasible for you on a day-to-day basis, taking into account the apprenticeship wage?



The National Apprenticeship Service is a government agency which enables young people to enter skilled trades. Their website makes it easy to search for apprenticeship opportunities near you.

Here are some of our top tips when navigating the National Apprenticeship Service website:

Create a profile. This will allow you to manage your applications and get updates about new opportunities.

Complete all of the questions that are asked as part of the application and make sure you have tailored your answers to the company and role which you are applying for.

Again, look at the location and ask yourself: “Can I travel there on a daily basis?”

LinkedIn



LinkedIn is the largest professional networking platform in the world, and has over 740 million registered members.

Depending on the sector which you are looking to secure an apprenticeship in, it may be worth creating a LinkedIn profile, too.

We don't actively advertise any of our apprenticeship vacancies on here, but it can be a really useful tool when building your professional network and reaching out to people.

Here are some of our top tips for you if you choose to register on LinkedIn:

Remember that LinkedIn is a professional platform. This means that you should have a professional profile picture, and be appropriate with your posts and interactions.

Put as much detail on your profile as possible. Including a good bio, along with your education and employment history, will get you off to a good start.

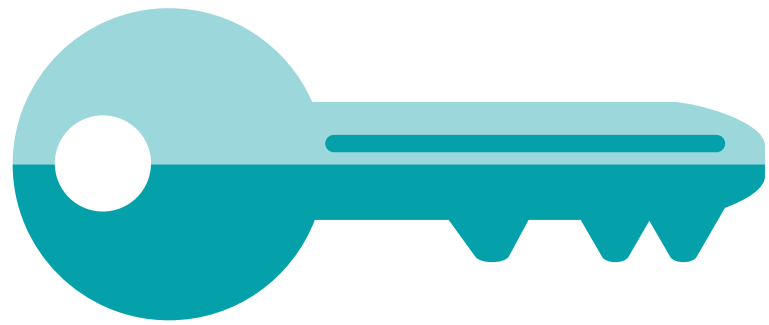
Personalise any connection invites which you send. Why do you want this person to be a part of your network? Let them know in the invite and they will be more likely to accept it.

Be aware of the posts which you interact with. They will be visible for all of your connections to see!

Set up job alerts. This will allow you to be an early applicant to any new opportunities.

INTERVIEWS

So, your new CV has landed you an interview? Great news! But this is only your foot in the door. Now we will offer some guidance on interviews, and how best to prepare for them.



THE KEY IS PREPARATION, PREPARATION, PREPARATION!

Spend some time researching the company and what it is that they do. This will help you get into the right frame of mind, and allow you to think of the best ways to answer any possible questions. The best place to research the company is on their website and social media pages. You should also read over the job description and person specification so that you can think of examples which explain why you fit the bill.



TIMING IS EVERYTHING

Make sure that you plan your journey beforehand, and aim to arrive 15 minutes before your interview. Turning up late is never excusable. A little bit of planning the night before can save you a whole lot of hassle, and being punctual is a really simple way of getting things off to a good start.



TURN YOUR PHONE OFF

Once you arrive, be sure to turn your phone off. Not only is it a physical distraction if it goes off during the interview, but it is also a mental distraction if you're looking at it immediately before going into the interview. Your mind should be on the interview and nothing else.



DRESS TO IMPRESS, MAKE EYE CONTACT AND SMILE!

Experts say that it takes between 5 and 15 seconds for someone to form a first impression, so it's true what they say... first impressions count! Therefore, it's vital that your personal appearance and conduct get things off to a good start. Make sure that you dress smartly, and are genuinely pleased to be meeting the employer..

INTERVIEWS

So, now it's time for the interview. Take a deep breath and get ready to shine! Here are some tips, with more available on the [Prospects](#), [Indeed](#) and [National Careers Service](#) websites, along with [our interview tips video](#).



ACTION TIME

Make sure that you sit up straight, and maintain eye contact when speaking to the interviewer. This is your opportunity to put all of your preparation into practice. Don't worry if you feel nervous or a little shaky, that's completely normal.



STAY POSITIVE

Even if you think that the interview isn't going great, just keep going and don't dwell on things that you've said! Similarly, if an employer asks you about your weaknesses, don't spend too long talking about them and try to turn them into a positive!



ASK QUESTIONS

You should always go in to the interview with a couple of questions ready. These could be about something really general like asking about the industry or the role, but not having any questions to ask can be viewed as you being disinterested. Show the employer that you have done your research, and are excited by the role!



NEXT STEPS

At the end of the interview, it is perfectly acceptable for you to ask the employer what the next steps are. You can do this by asking "should I be successful, when can I expect to hear something back from you?". This shows the employer that you are positive about how the interview went..

VIDEO INTERVIEWS

Video interviews are becoming more and more common. However, you should still prepare in the same way you would for a normal interview, because it is exactly that... a normal interview! The only difference is that you aren't face-to-face, but everything else still applies. For a video interview, you should:

Ensure that you are in a quiet space with good lighting, that is free from any possible interruptions

Check your internet connection and close any browsers that aren't needed

Ensure that your camera and microphone are working

Take your phone out of eyeshot so as not to get distracted

Still dress professionally

Maintain eye contact with the camera

Smile and nod your head to show that you are engaged with what the interviewer is saying

Have a copy of your CV and any notes nearby