‍‍Name

Address | [Telephone] | [Email]

Personal Statement

*Your current goal regarding employment in this industry (Engineering, Civil or Business) a reason for applying for this apprenticeship,*

Relevant Skills

* *Bulleted statements representing an* ***OVERVIEW*** *of your TOP skills and qualifications, as well as personal qualities that highlight your suitability for an Apprenticeship.*

*Think about the position you are applying for and choose the most relevant and transferable
skills. Organise these skills into categories, such as technical skills, team working, problem solving etc.*

*This section should provide the employer with clear and concise details of your skills acquired through previous employment, education/training, hobbies or work/volunteer experience.*

Education and Training

Qualifications and training | Date Achieved | School/ College

* List Qualifications and Training
* Ensure Grades are listed also
* Please state predicted grades if not achieved yet

Employment History and Related Experience

* Company Address
* Job Title/Dates
* List any employment/ work experience/ volunteering and brief overview of duties

Hobbies

List any hobbies – try to be relevant to the apprenticeship and teamwork

References

Name and Job Title | Company/School | College

* List Reference details

Name and Job title | [Company] |

* List Reference Details