



## How to write an epic CV\*

Bagging yourself the best apprenticeship in town all starts with a good CV. What? That's a pretty scary thought, especially if you haven't had any experience yet. Don't panic – we'll tell you a few trade secrets.

1. YOUR CV IS ABOUT YOUR LIFE EXPERIENCE, NOT JUST WORK EXPERIENCE (THAT MEANS EDUCATION, AWARDS, TRAVELS, RESPONSIBILITIES, CLUBS ETC.)
2. AT YOUR STAGE, EMPLOYERS ARE INTERESTED IN HOW YOUR CV LOOKS, AND HOW WELL IT'S WRITTEN, AND FORMATTED JUST AS MUCH AS THE CONTENT
3. A PERSONAL STATEMENT AND YOUR HOBBIES SAY A LOT MORE ABOUT YOU THAN WHETHER YOU'VE BEEN WASHING POTS AS A SATURDAY JOB
4. PREDICTED GRADES ARE OF INTEREST TO EMPLOYERS, SO DON'T WORRY IF YOU'VE NOT GOT YOUR RESULTS YET, ALWAYS INCLUDE THE PREDICTIONS
5. EMPLOYERS SPEND AROUND 8-10 SECONDS LOOKING AT A CV BEFORE MAKING A DECISION TO INTERVIEW THE APPLICANT OR NOT

### Hang on a minute – what does CV actually mean?

As if finding an apprenticeship wasn't daunting enough already, you're faced with strange Latin abbreviations right at the start. Yuck!

\*Curriculum vitae is a [Latin](#) expression which can be loosely translated as [the] course of [my] life

We've compiled a list of our top 5 tips to make your CV stand out from the crowd, and finish up in the 'yes' pile. This document will help you to improve your current CV (if you have one already), or start from scratch to build an incredible CV, making it impossible for anyone to put you in the 'No' pile. Sound good? Take a look.

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### #1 Keep it real

Your CV should be short and sweet, punchy and to the point. It should never be more than two pages, so it's vital to capture your achievements, qualifications and successes to date. Employers spend around eight seconds on average looking at a CV, so avoid telling them your entire life story – instead, show them what you're capable of and how you can add value to their company. The worst thing to do is lie on your CV or make false statements that could make you look silly in an interview. Make sure you can back up your experience with suitable evidence, and always include a short note about references, to show that you're willing to provide these when needed.

## #2 Presentation is everything

A successful CV is always neatly and clearly presented, printed on clean, crisp white paper, if sent via post, or saved as a word document if emailed through or uploaded via a website. The layout should always be easy-to-read, well-structured and in good condition when handed to employers – no crinkles or dog ears please. We live in a world where image is everything, and the same principle applies with your CV. Make an effort to conduct a thorough spell check and proofread it plenty of times to spot any grammatical errors. The layout should be easy on the eye but also attractive to employers – there's nothing wrong with getting creative, as long as it's clear.

## #3 Tailor it

Your CV should be tailored to meet the requirements of every vacancy you apply for. Start by doing your research on the company and use the job advert / description as a guide to the skills and experience you should highlight in your CV. Employers will appreciate the effort you've made and are more likely to consider enthusiastic, passionate candidates with a genuine interest in the job role, company, and industry.

## #4 Show off

Make good use of the 'skills' and 'achievements' section of your CV – you might want to dedicate a whole page to reflect the qualifications you've attained and your core skills that are relevant to the job role. Mention your strengths and give examples of when you've implemented them in a working environment. A popular way of showing off is name-dropping – it can make a good impression on employers if you've worked for established companies or if you have relationships with a range of business leaders, suppliers, or even just successful people you've met or events you've attended.

## #5 Make it personal

Always include a personal statement to enable you to highlight how relevant your experience and skills are to the job role you are applying for. This will make it easy for employers to spot suitable candidates for interview and put you straight in their 'Yes' pile. Having a personal statement is professional, organised and shows that you are making an effort to impress the employer. Take this opportunity to convince them that you should be hired for the job – give them reasons to believe you're the best candidate. Along with a well-written cover letter, this could be your key to success.

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*Whether you're applying for an apprenticeship in finance or at the local hairdressers, your CV is the gateway between you and a successful career, so it needs to clearly represent your skills and abilities, making a fantastic impression on the employer. Give them a reason to remember your name when they are sorting out the 'Yes' and 'No' piles.*

*So download the CV template right away and get going. If you need further assistance or have any questions, our team at The Sutton Apprenticeship Hub are*

happy to give you a helping hand. Feel free to give us a call or drop us a message via Whatsapp on 07761 841464 or email us at [info@getahead Sutton.org](mailto:info@getahead Sutton.org)

**Good luck CV-writing!**



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