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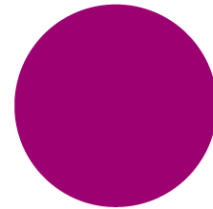
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CV Masterclass Webinar



Welcome and Introduction



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What Employers Actually Look For

Employers hiring apprentices are usually not expecting years of experience.

They mainly want:

- Positive attitude
- Reliability
- Willingness to learn
- Communication skills
- Teamwork
- Motivation
- Interest in the industry



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The Perfect Apprentice CV Structure - Contact Details

Place these details at the top.

Include:

- Full name
- Phone number
- Professional email address
 - Town/city
- LinkedIn (optional)

Example:

Jamie Carter
077777888999
jamiecarter@email.com
London

Avoid:

- Nicknames
- Unprofessional emails
- Full home address
- Multiple phone numbers



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The Perfect Apprenticeship CV Structure - Personal Statement

A short paragraph (3–5 lines) explaining:

- Who you are
- What apprenticeship you want
- Your strengths
- Why you are motivated

Weak Example

I am hardworking and looking for a job.

Strong Example

Motivated and reliable school leaver with strong communication and teamwork skills developed through school projects and part-time volunteering. Interested in engineering and eager to begin an apprenticeship where I can learn practical skills, contribute to a team, and build a long-term career.



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The Perfect Apprentice CV Structure - Education Section

If you are applying for apprenticeships, education is usually one of the most important sections.

Include:

- School or college name
 - Dates attended
 - Subjects
- Predicted or achieved grades

Example:

Harris Academy London - 2021–2026

GCSEs

- Maths – Grade 6
- English – Grade 5
- Science – Grade 6
- Computer Science – Grade 7

The Perfect Apprentice CV Structure - Skills Section

This section matters a lot for apprenticeships.

Important Tip
Never just list skills.
Back them up with
evidence.

Soft Skills

- Teamwork
- Communication
- Time management
- Problem solving
- Reliability
- Organisation

Technical Skills

- Microsoft Office
- Coding basics
- Tools/equipment knowledge
- Social media
- Customer service

Weak

Good communication skills.

Better

Strong communication skills developed through presenting group projects at school and helping customers during part-time retail work.



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The Perfect Apprentice CV Structure – Work Experience

Even if you have never had a full-time job, you still have experience.

You can include:

- Work experience placements
- Volunteering
- Babysitting
- Sports teams
- School leadership
- Clubs
- Family business help
- Freelance work

Example:

Oxfam Charity Shop June 2025 – December 2025

Retail Assistant

- Helped customers and answered questions
- Organised stock and displays
- Worked with team members during busy periods
- Improved confidence speaking with the public

The Perfect Apprentice CV Structure – Achievements and Activities

This section helps you stand out.

Example:

- Captain of school football team
- Completed Bronze Duke of Edinburgh Award
- Built a personal website using HTML and CSS



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The Perfect Apprentice CV Structure – References

You can either:

Option 1

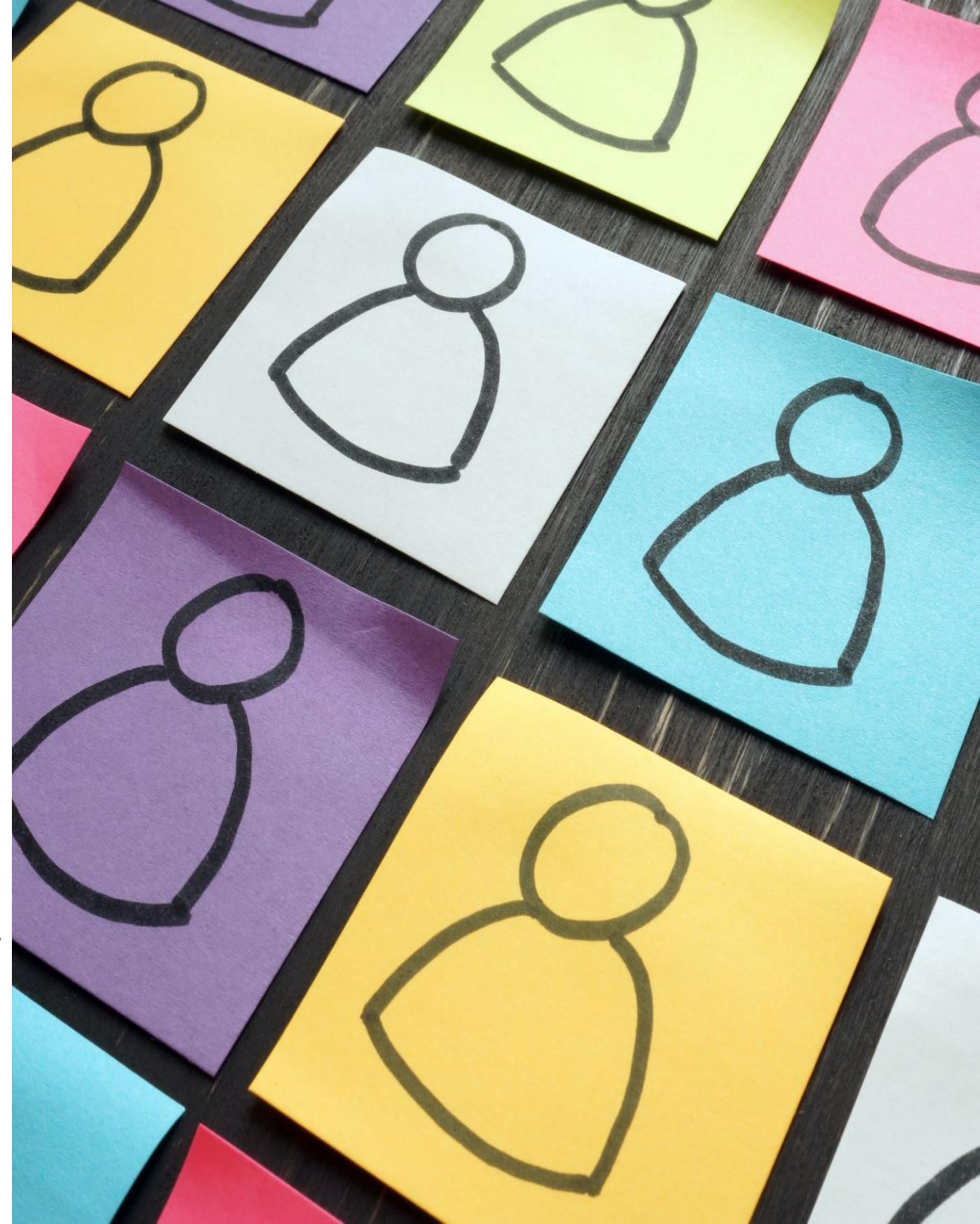
References available upon request

Option 2

Include:

- Teacher
- Tutor
- Employer
- Volunteer supervisor

Never use family members.



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CV Design Tips

Keep It:

- 1 page if possible
 - Clean
- Easy to read
- Professional

Best Fonts

- Arial
- Calibri
- Helvetica

Font Size

- Headings: 14–16
- Body text: 10–12



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Biggest Apprentice CV Mistakes

Spelling Mistakes

Always proofread.

Too Much Text

Employers scan CVs quickly.

Generic CVs

Tailor your CV to each apprenticeship.

Lying

Employers notice quickly

Bad Email Addresses

Create a professional email



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Powerful Action Words

Instead of weak words, use stronger action words.

Weak

- Helped
- Did
- Worked

Strong

- Organised
- Managed
- Delivered
- Supported
- Communicated
- Improved
- Led
- Coordinated
- Assisted



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Final Advice

A great apprentice CV is not about having lots of experience.

It is about showing:

- Potential
- Attitude
- Reliability
- Motivation to learn

Employers hiring apprentices care more about your mindset and work ethic than having years of experience.

If your CV is clear, tailored, and professional, you already stand out from many applicants.



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Any questions?