



# CV TEMPLATE

YOUR STEPS TO  
SECURING AN  
APPRENTICESHIP



**Name**  
**Address**  
**Telephone**  
**Mobile**  
**Email**

## **Personal Profile**

**Write about yourself, your family and what kind of person you are.**

## **Education**

**Names of schools attended and dates to & from.**

## **GCSE Achieved Grades**

**Also include any BTECs or other qualifications you feel are relevant**

## **Key Skills & Attributes**

**What you are good at ie: IT, working with computers, time management etc.**

## **Interests & Activities**

**Any interests you have and activities you like to do**

## **Work Experience**

**Any previous work experience or on the job training**

**These jobs included**

**Name of company and details of tasks undertaken**

## **References**

**Any personal or work related people who could provide you with a reference.**