

# Top tips for writing a CV

Writing a CV can be one of the toughest challenges of job hunting. If you want your CV to be shortlisted, you have to make it very easy for the employer to see why you are the ideal candidate for the apprenticeship.

Do your research on the company and the apprenticeship before submitting your CV. The job adverts will highlight the specific skills, qualifications and experience required to join the apprentice programme, your CV needs to reflect them so the employer can see your suitability.

Here are some top tips for CV writing:

Take the time to tailor your CV and work out what skills you should point out to the employer;

Make sure your work / education history and experience starts with the most recent and work backwards and dates to and from are clearly outlined;

Ensure all your education including the qualification you achieved are clearly shown – you will need to include place of study and dates you were there;

Make sure you include any extra activities you're involved in, this could be things like a sports team or Duke of Edinburgh;

Don't leave gaps in your history, were you in education, travelling, unemployed, on a career break or did you have family commitments? The more information you provide the better;

Make sure you capture your key skills and achievements on your CV;

Don't lie on your CV, you may get caught out at the interview stage when you can't answer questions on what you claim to know, or when it comes to offer stage and employers are checking your qualifications, background and references, there is potential for your new employer to retract the original offer;

It is important your contact details are up to date - how will a potential employer get in touch with you if they are not;

Before submitting your CV check for mistakes i.e. spelling errors, employers DO look for mistakes on CVs and they can dismiss your application especially when roles can get high volumes of applications.

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