

APPRENTICESHIPS WORK!



"Undertaking an accounting apprenticeship is an ideal opportunity to study for a recognised qualification (AAT) whilst learning on-the-job and being paid. We have a long term recruitment plan which identifies and recruits the best student talent, incentivises them with the quality of work they will enjoy and with the prospect of first class training."

Melody Tuffnell
Human Resources Manager
Francis Clark LLP

1. Put your full contact details at the top of the CV, including your name, address, home phone number, mobile number and email address.
2. Choose a professional looking font such as Calibri, Arial or Times New Roman and use font size 11 or 12.
3. Use a professional sounding email address. If you currently use an address that includes a nickname or slang words, set up a new one with your full name e.g. josh.jones@gmail.com
4. Keep things tidy and lined up and check your punctuation and spelling. Ask a friend or family member to look at it for you; attention to detail shows that you care about your future.
5. Try to keep your CV concise and easy to read - one or two sides of A4 is enough.
6. Include a cover letter with your CV as this allows you to expand on your skills and why you want the job.
7. Print your CV and cover letter on good quality paper and send in an A4 envelope, keeping them neat and presentable.

CV LAYOUT

After your contact details you should include the following headings:

PROFILE

This is a great place to introduce yourself and say a little bit about you. This section should be at least a paragraph long. When writing focus on the job you are applying for, highlighting your interest in this area. You could also mention any relevant work experience you have.

SKILLS AND STRENGTHS

You can use bullet-points in this section to list your skills and strengths but please tell the truth. For example:

- Keen and eager to learn
- Punctual
- Friendly and helpful
- Excellent computer skills

Retail & Sales
Plumbing
Motor Vehicle
Marine Engineering
Teaching Support
Sport