**Your Name**

YOUR ADDRESS

EMAIL ADDRESS PHONE/MOBILE NO.

**PREVIOUS EMPLOYMENT/WORK EXPERIENCE**

*Most recent employment first, give start and end dates + list key responsibilities and achievements*

**EDUCATION**

*Most recent qualifications first + include any lower level apprenticeships if you have done them*

**KEY SKILLS**

* *Work efficiently individually and as part of a team*
* *Excellent written and verbal communication skills*

**PROFILE**

*no more than 5 sentences* + *keep it relevant to the apprenticeship you are applying for*

**INTERESTS**

*Avoid individual-centric interests + keep interests relevant to the apprenticeship you are applying for*

REFERENCES ARE AVAILABLE ON REQUEST.