

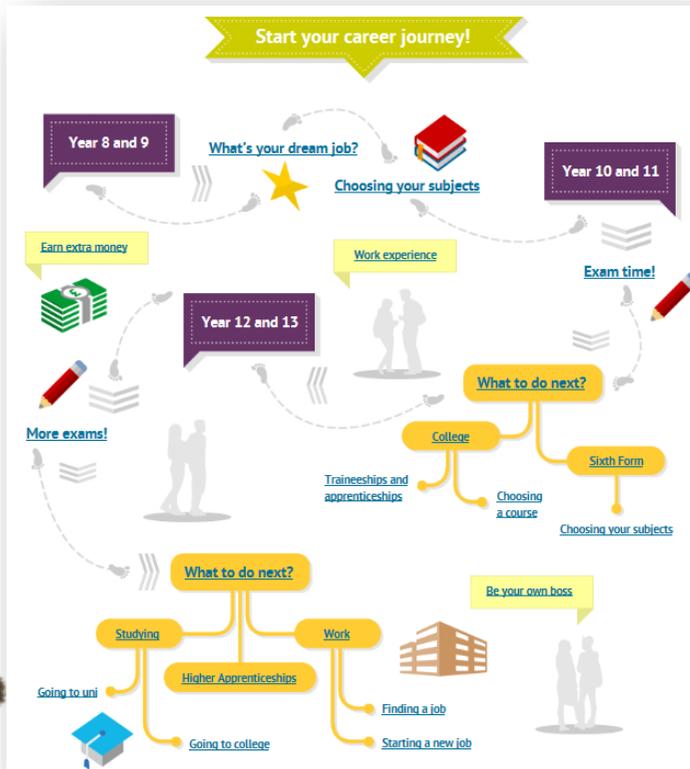
<https://www.plotr.co.uk/>

Whether you've got a career in mind or you haven't got a clue, Plotr can help you discover your future and guide you to careers you could be great at.

Play the Game to discover jobs that match your personality, interests and skills. Look at what the world of work is really like. Then use this knowledge to find the right courses, work experience, apprenticeships, jobs - and more - near you

## NATIONAL CAREERS SERVICE

<https://nationalcareersservice.direct.gov.uk/youngpeople/Pages/Youngpeople.aspx>



# ALEXANDR'S

# CV

# WORKBOOK



## Making applications: Useful information

### Making applications: Useful Information

You will need to make applications to 6th form, college, training, apprenticeships, employers both in the near future and further ahead.

Follow these tips to make your applications as effective as possible:

- Read the whole application before completing it
- Photocopy the form and do a practice run and ask someone to check it
- Follow the instructions closely—don't use blue ink if you are told to write in black ink.
- Don't use correction fluid
- Check your spelling!
- Return your application form in plenty of time

### IF YOU ARE APPLYING ONLINE

Many employers now expect you to fill an application out online. If you have to do this having an up to date CV on-hand is vital. Online applications can time-out so you need to be prepared. Before you click 'send' print a copy off or save it to your device. This will help you prepare for the interview.

### A GOOD APPLICATION WILL MAKE THE DIFFERENCE BETWEEN GETTING AN INTERVIEW OR NOT



## COVERING LETTER

POINTS TO REMEMBER:

Lucy Green  
123 St Peter's Road  
Hightown  
Anywhere  
A23 9TY

Mrs Jane Smith  
Recruitment Manager  
Acorn Insurance  
22 High Street  
Hightown  
Anywhere  
A1 4BC

4th April 2015

Dear Mrs Smith

I am writing with reference to the position of office junior which I saw advertised in the Whitby Gazette on April 4th.

I am leaving school this summer after I have completed my GCSEs. I have been working in a local supermarket for the past few months and attending Caedmon College Whitby.

I now want to move into an administration apprenticeship and feel this would be an ideal opportunity. I am keen to work and would enjoy the challenge of doing a variety of tasks. I am especially keen on reception work where I can have contact with members of the public and use my communication skills. I am also interested in gaining further training as mentioned in the advertisement.

I enclose my CV and look forward to hearing from you. I am available for interview every morning.

Yours sincerely

*Lucy Green*  
Lucy Green

enc

1. Include the name, if known: otherwise begin with 'Dear Sir/Madam'
2. Say which position you are applying for and where you saw it advertised.
3. Discuss your current position and any work experience you have undertaken which is relevant to the position you are applying for.
4. Outline skills you know are needed. Emphasise your enthusiasm and say why you are suitable.
5. If you start with the name of the person, end with 'yours sincerely'. If you start with 'Dear Sir/Madam' end with 'yours faithfully'.
6. Don't forget to sign your letter!
7. 'enc' means that you enclosed something with your letter—in this case it would be your CV—don't forget!





## How do I complete the Personal Summary section?

This is your chance to put the **best things about yourself** in a summary at the top of your CV. Keep it brief and to the point. Give an overview of your **skills, qualities, achievements, work experience and future plans**. Try to select skills and qualities that are transferable across a range of jobs, and present them in a couple of sentences that summarise them clearly.

*Personal profile*

## How do I complete the Skills section?

This is where you can create a short list of your key skills. Try to include some skills that are transferable across a range of jobs or careers, such as **communication skills** and **team work**. **Give an example** of how you have developed or used each skill if possible. Remember, you will need to talk about these if invited to interview so don't exaggerate

*Key skills*

## How do I complete the Experience section?

Record any voluntary work or work experience (paid or unpaid) that you've had. Start with your most recent and work your way back. Include the **name of the employer or organisation**, the **dates** you worked for them, **your role or job title** and a few brief bullet points to **summarise your duties and responsibilities**. Be sure to include any notable achievements and be specific about these; for example, 'I led the top fundraising team for my local charity last year.'

*Work experience*