

MY QUALITIES

Add any other qualities you think you have in the box at the bottom of the page.

reliable

helpful

well mannered/polite

tidy

Able to use initiative

punctual

sensible

sympathetic

common sense

well organised

determined

honest

quick learner

calm

responsible

patient

motivated

sense of humour

confident

caring

trustworthy

Attention to detail

friendly

conscientious

Good team member

What other qualities do you have?

WHAT TO DO WITH YOUR CV

Once you have completed a CV and covering letter there are a number of things that you can do to enquire about job vacancies or trainee positions

Use the internet to search for companies



You can use the internet and search websites such as Yell.com to find companies in a specific area of work and in the location you want - See example below...

| | | | | |
|-----------------|----------|----|------------|--------|
| I'm looking for | Plumbers | in | Whitchurch | Search |
|-----------------|----------|----|------------|--------|

Once you have found a list of companies you would like to send your CV and covering letter out to then you will need to write the address of the company in neat handwriting on an envelope and if you don't have the manager's name just write 'To The Manager' followed by the address

Handout CVs to employers

It is often useful to have a walk around town and identify all of the places you would like to work and then hand in a copy of your CV and covering letter. Make sure you practise what you are going to say before you hand in your CV. You will need to speak to a member of staff and you could say "Hello, I'm wondering if you have any job vacancies? I have brought a copy of my CV. Please could you pass this on to the manager for me. Thank you." Also make sure that you dress smartly whilst handing out CVs as this will make a good first impression.

Useful Tips

When you have handed out or sent out CVs make sure that you keep a list of where you have been, using a Job Diary sheet. Ask a member of staff at Shropshire Youth for a Job Diary. Expect to contact employers by telephone a couple of weeks after you have sent out CVs, as often employers are busy and may not have had time to look at your CV. This will also show that you are keen to find work.

APPRENTICE COVERING LETTER

Put the full name and address of the person you are writing to if you know it

Put your full address here. Include the postcode and phone number

(Your address)
(Your phone number)

Mr A. Jones
The Garages
Northshire
WXY 2AA

Put the date you are sending the letter

(Date)

Put the surname of the person you are writing to if you know it. If you do not know the name of the person put Dear Sir/Madam

Dear Mr Jones

I am writing to ask if you have, or are likely to have, any vacancies. I am looking for employment as an apprentice XXXXXXXXX.

Put the title of the job you would like eg. hairdresser

I am hardworking and willing to undertake any tasks and training required of the position. I enjoy working in a team and I am also able to use my initiative when working on individual tasks.

I have enclosed a copy of my CV for you to consider me for any suitable position which you may have. If you would like any further advice on how to employ an apprentice please do contact Shropshire Youth Service who deliver careers advice and who can give you more general advice on the matter.

I look forward to hearing from you shortly. I am available for interview at any time to suit your convenience.

Yours Sincerely,

If you have put Dear Sir/Madam at the beginning of the letter you should put Yours Faithfully here

Put your signature here
(first name and surname)

(Name)

Type your first name and surname here

EXAMPLE CV

Make sure that you pay attention to detail e.g. grammar, punctuation. This is an important document and you are wanting to impress employers

Write your name in 'Bold' font to make it stand out. Remember to start names, place names and road names with capital letters (e.g. John Smith, 1 Richmond Road, Oswestry)

(Name)
(Address)
(Tel)
(Email address)
(DOB)

Profile

A motivated and hard working young person seeking full time employment

Skills & Strengths

- Excellent communication skills
- Health and safety conscious
- Flexible in terms of working hours
- Punctual
- Reliable

This is where you need to 'sell yourself' to employers and list skills, strengths and qualities you have. If you are unsure please use the 'My Qualities' worksheet

This is where you need to state what you are looking for e.g. full/part time/apprenticeship. You also need to use two positive words to describe yourself similar to those used here

Education & Qualifications

The Marches School, Oswestry (Sept 05- June 10)

| | | | | |
|---------|--------------------|----|----------|---|
| GCSE's: | English Literature | C | Music | A |
| | English Language | C | French | C |
| | Maths | B | Graphics | B |
| | Science | CC | History | C |

Here you need name of school, dates you were there from and to and grades or predicted grades

Walford & North Shropshire College, Oswestry (Sept 10 – Present)

BTEC National Diploma in Creative Media

Here you need name of college or any place of training you have attended, dates from and to and course title

Employment & Work Experience

Forge Recording Studio, Oswestry (May 09)

I completed a 2 week work experience here whilst I was at school. During this work experience placement I was able to shadow technicians and have a go at using some of the equipment.

Oswalds Cross, Oswestry (June 09 – Present)

I am currently working part time as a waiter. My duties involve dealing with customers, taking orders, serving food and keeping the restaurant clean and tidy.

This is where you need to give details of any work experience/employment you have done or are still doing

Interests

- Mountain biking
- Music
- Playing football for local team

List any hobbies or interests you have here to give employers an idea of what you like to do during your spare time

References

Mr Jones (Tutor)
Walford & North Shropshire College
Shrewsbury Road
Oswestry
Shropshire
SY11 4QB
Tel: 01691 688000

Miss Owen (Manager)
Oswalds Cross
Table Table
Maes Y Clawdd
Oswestry
Shropshire
SY10 8NN
Tel: 0870112898

Choose 2 people who know you well and would say something positive about you e.g. school teacher, college tutor, manager. Remember to ask permission before adding them to your CV!