

# NAME SURNAME

STUDENT PROFESSION



emailaddress@hotmail.co.uk



07 00000000



location, county, postcode

*A short paragraph (3–4 lines) explaining who you are, what you're studying, and what apprenticeship you're looking for. Example:*

Motivated and reliable college student currently studying Level 3 Business at Bath College. I am keen to secure a Business Administration apprenticeship where I can develop workplace skills while learning on the job. I am organised, enthusiastic, and enjoy working as part of a team.

## KEY SKILLS

*Bullet points showing skills relevant to employers. Include both technical and transferable skills. Example:*

- Strong communication skills developed through group projects and presentations
- Good organisation and time management, balancing college deadlines with part-time work
- Confident IT skills, including Microsoft Word, Excel and email
- Ability to work well independently and as part of a team
- Willing to learn and take feedback positively

## ACHIEVEMENTS

*Can be academic, personal, or work-related. Example:*

- Achieved 95% attendance throughout first year of college
- Awarded "Student of the Term" for commitment and professionalism
- Successfully completed an Excel skills workshop

## INTERESTS

*Keep these positive and relevant — they can show skills. Example:*

- Playing football weekly – demonstrates teamwork and commitment
- Managing a small online reselling page – shows organisation and initiative
- Volunteering at local community events

## INTERESTS

References available upon request

## WORK EXPERIENCE

*Paid work, work experience, placements, or part-time roles. Example:*

### Customer Assistant (Part-time)

Tesco, Bath  
June 2025 – Present

- Served customers professionally and handled cash accurately
- Worked as part of a team during busy periods
- Developed communication and problem-solving skills

## VOLUNTEERING / ENRICHMENT ACTIVITIES

*Great for apprenticeships if work experience is limited. Example:*

### Student Ambassador

Bath College — September 2024 – Present

- Supported open events by speaking to prospective students
- Represented the college in a professional manner
- Developed confidence and public speaking skills

### Duke of Edinburgh Bronze Award

- Completed volunteering, skills and physical sections
- Built resilience, teamwork and independence

## EDUCATION

*Most recent first. Include predicted grades if needed. Example:*

### Bath College

September 2024 – Present

### Level 3 Business (BTEC)

Predicted grade: Merit

St Mark's Secondary School — September 2019 – July 2024

GCSEs:

- English Language – 5
- Maths – 4
- Science – 4–4
- Business – 5