

CV Writing Booklet

This workbook must be completed in full.

Once you have completed this workbook you should also resubmit your updated and improved CV via the website.

Please complete all sections that in green.

Please put these phone number in your phone:

Seta Landline: 0191 416 2860

Seta Mobile: 07824 477 433 and 07593 907418

I confirm these telephone numbers are stored in my phone (Please tick the box if you have added these number)

If you are requested for a telephone interview, then we will e-mail you and ask you to call us as soon as possible to book this in. Please list below the best contact number and the best e-mail for you. Please ensure these are your contact details and not those of a parent/guardian

Name

e-mail

Mobile number

Alternative number – house or parents/partners number

Please confirm that we have your permission to share these details with potential employers (Please tick the box to give us permission to share your details)

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Introduction to Seta Apprenticeships

Seta Process – Please read carefully

In order to provide you with as many opportunities as possible Seta have the following processes in place:

1. **Assessment test** – if you have received this booklet then you would have already taken this test
2. **Attend** - CV Writing workshop
3. **Resubmit Application** - once you have completed this booklet you need to go online and resubmit your application. Let us know if you want your original application sending back to you. Please do this as soon as possible so we can progress your application quickly.
4. **Seta Interview** - once we have received your CV we will invite you to attend an interview at Seta so we can find the best apprenticeship for you.
5. **Reference from your school.** Once we have obtained your CV we will write to your school to ask them to confirm your predicated grades and comment on your timekeeping and any unauthorised absences
6. **E-mail sent to potential apprentice** – this will say you have passed our test or that you may wish to also consider Level 2 apprenticeships if you scored below 60%. Tis does not mean you are guaranteed an apprenticeship
7. **Interview techniques workshop** – you will be sent an invite for this online event. Please book and attend quickly as employers are waiting for your CV.
8. **CV sent to company** - we will send your CV to companies based on your location and apprentice preferences
9. **Interview with companies** - employers select who they wish to interview and we will advise you of this via e-mail. Interviews take place. We will then tell you if you have been successful or you will receive feedback and potentially further interviews
10. **Apprenticeship starts** - if successful, you will start your paid apprenticeship in September at Seta. Some companies will require you start in company before your training begins.
11. **Pre Apprenticeship Programme** - There may be an opportunity to join our Pre-apprenticeship programme. This is where we start you on the apprenticeship course unpaid, but we will look to gain you an apprenticeship as soon as possible. However, we plan to start as many apprentices employed as possible.

Please check your emails regularly.

Apprenticeship Application Activity 1



Review CV 1 What don't you like about it? What would you change?

Please list as many as possible

First Name john **Middle Name** bobbi **Last name** smith **Seta Reference:** SE180001
Date of Birth: 23/1/19
Address: 17 acorn ave **Gender:** yes
Age: 17
Postcode: ne382bz **NI Number:**
Telephone: 0777123456 **Full Driving Licence:** Yes/No
Mobile: **Provisional Driving Licence:** Yes/No
email address: fancypantsisme@hotmail.com

Education

School / College	From	To
Smith street secondary, sunderland	sept 2011	June 2018

Qualifications

Subject	Qualification	Predicted	Achieved	Date Achieved
english	Gcse	4		
English	Gcse		d	June 2017
maths	Gcse	4		
Relisous studies	Gcse	4		
ICT	BTEC	5		
D&t	Gcse	5		
geography	Gcse	4		
Science	Gcse	6		
English lit	Gcse	5		
French	Gcse	2		

Prior Engineering Learning

From: Sept 2017 **To:** june 18 **Level:** 2

Qualification: BTEC in Engineering

Areas: Milling, welding, Hand fitting

Work Experience / Volunteering

Employer / Duties	Date From	Date To
rocker Café	jun 17	June 2018
Waitering, washing up		

Additional Achievements (List any other awards or achievements you have attained - such as Duke of Edinburgh Award; First Aid; Sports; credits towards NVQ)
 NONE

Skills (What skills have you developed and what have you learned from the work you have done?)
 I,m a good timekeeper i work well in a team. i easily learn new skills

i can work independently i have a good sense of humour

Level 2 engineering cadets with nissan.

Ive developed great organisation, team work, dedication and communication skills.

Career Objectives (Tell us why you would like to enrol on an Apprenticeship Programme)

I would like to enrol onto an apprenticeship programme as im looking to earn money and enter the real working world, as college is very repetitive.

Personal Statement (Please provide a short statement about yourself, your qualities, experience, desires)

Im 16 years old and a sport enthusiast. I work very well with new people and in teams, i can follow instructions and havw great time keeping. My desire is to join the Royal Navy as a weapons engineer.

Hobbies and Interests (Please describe what you do in your spare time, including involvement with clubs, charities, societies, etc)

Socializing with friends and playing on my playstation

Aptitude Test Scores

Test Date:

Mechanical Reasoning	%	Principles of Measurement	%
Electrical Principles	%	Spatial Relationships	%
Information Technology	%	Literacy	%
Numeracy	%	Overall Score	%

Apprenticeship Preference (Please indicate your training preference, if any. Number 1 - 3 in order of preference, or 0 for no preference)

<u>Apprenticeship Main Type</u>	<u>Sub Category</u>	<u>Rank</u>
Advanced Engineering Apprenticeship	No Preference	1
Advanced Engineering Apprenticeship	Electrical / Mechanical Maintenance	
Advanced Engineering Apprenticeship	Machining / Toolmaking	
Advanced Engineering Apprenticeship	Welding / Fabrication	

Apprenticeship Application Activity 2



Review CV 2 What do you like about it? What would you possibly include in your CV?

Please list as many as possible

First Name **Middle Name** **Last name** **Seta Reference:** SE180002

John Robert Smith

Address:

17 Acorn Avenue

Sunderland

Postcode: NE38 2BZ

Telephone: 0191 1234567

Mobile: 0777123456

email address: John.smith@outlook.com

Date of Birth: 23 February 2002

Gender: Male

Age: 17

NI Number: WB123456A

Full Driving Licence: No

Provisional Driving Licence: Yes

Education

School / College	From	To
Smith Street Academy, Sunderland	September 2011	June 2018

Qualifications

Subject	Qualification	Predicted	Achieved	Date Achieved
Design and Technology	GCSE	5		June 2018
English Language	GCSE		D	June 2017
English Language	GCSE	4		June 2018
English Literature	GCSE	5		June 2018
French	GCSE	2		June 2018
Geography	GCSE	4		June 2018
ICT	GCSE	5		June 2018
Maths	GCSE	4		June 2018
Religious Studies	GCSE	4		June 2018
Science (Triple Award)	GCSE	6		June 2018

Prior Engineering Learning

From: September 2017

To: June 2018

Level: 2

Qualification: BTEC in Engineering

Areas : Milling, Welding, Hand Fitting

Work Experience / Volunteering

Employer / Duties	Date From	Date To
Roker Café, Roker, Sunderland	June 17	June 2017
Whilst undertaking work experience at the Roker Café I was responsible for taking orders, serving foods, handing cash and credit card sales and washing up. This increased my customer service skills and Maths skills as all sales cash calculations were done manually.		

Additional Achievements (List any other awards or achievements you have attained - such as Duke of Edinburgh Award; First Aid; Sports; credits towards NVQ)

I have completed the National Citizen Service (NCS) undertaking community projects in the local area.
 I have completed my Bronze Duke of Edinburgh award and have started the Silver award.
 I have also completed a first aid course with my school.

Skills (What skills have you developed and what have you learned from the work you have done?)

Being more organised, completing tasks on time, confidence and communication skills are some that have helped me develop. I recently helped to build a wardrobe and chest of draws in my room and found it easy to follow the instructions. I also help my brother-in-law maintain my bike by fixing punctures and repairing the chain when it breaks.

I am part of a debating club at school that helps my communication and interpersonal skills greatly.

Career Objectives (Tell us why you would like to enrol on an Apprenticeship Programme)

I feel like an apprenticeship is suited to me because I am a practical person and feel like being in a real working environment will benefit me much more. Maths has always been one of my strongest subjects and I enjoy problem solving. I am keen to get hands on experience and don't mind getting dirty. I am eager to undertake further training to gain qualifications and expand skills required for the job.

Personal Statement (Please provide a short statement about yourself, your qualities, experience, desires)

I am a hard-working individual who through various experiences has developed a desire to start working in a specialist field. I have always had excellent attendance and punctuality. This is reflected in my school attendance as in my five years I have not missed a single day. I am also a trustworthy individual as my last post involved being responsible for the shift takings and making sure the cafe was safely secured at the end of the shift. If any extra staff were needed to cover absences, I was always approached in the first instance which demonstrates that my boss was confident in my abilities and reliability. I am enthusiastic and determined in the areas of education and any job roles I have done previously and I am working hard towards my GCSE's in the hope of achieving my target grades.

Hobbies and Interests (Please describe what you do in your spare time, including involvement with clubs, charities, societies, etc.)

I have played football since the age of 9 when I joined Washington AFC and this has always been a passion of mine. I have represented my football team at many football tournaments. I have won many team and individual trophies with my football club, from tournaments we have won and by being chosen as the Manager's top player.

In my spare time I enjoy doing Sudoku and other puzzles in my puzzle book. I regularly babysit my niece and nephews aged 2, 6 and 9 which can sometimes be a challenge that I enjoy.

Aptitude Test Scores

Test Date:

Mechanical Reasoning	%	Principles of Measurement	%
Electrical Principles	%	Spatial Relationships	%
Information Technology	%	Literacy	%
Numeracy	%	Overall Score	%

Apprenticeship Preference (Please indicate your training preference, if any. Number 1 - 3 in order of preference, or 0 for no preference)

Apprenticeship Main Type	Sub Category	Rank
Advanced Engineering Apprenticeship	No Preference	4
Advanced Engineering Apprenticeship	Electrical / Mechanical Maintenance	1
Advanced Engineering Apprenticeship	Machining / Toolmaking	1
Advanced Engineering Apprenticeship	Welding / Fabrication	4

Review you CV

Please read you CV which we have attached with this workbook. This is what the employer would receive. Please make sure that you Correct capitals, spelling and punctuation and remove all abbreviations 'I'm' 'don't' and 'P.E.O.' etc

If you could choose one person for interview would it be CV2 or your CV? If you think your CV is better and has no missing capitals, no abbreviations, etc please say why here.

I will be redoing my CV (Please tick the box to confirm you are redo your CV)

I think my CV should not be re-done because

Your CV/Online application is all that is stands between you and the best apprenticeship/career ever and getting nothing. It is essential that you take time to improve your CV.

Remember your CV is a formal document and everything should be written in full sentences with no abbreviations

What will you do to improve your CV?

Additional achievements

This is an area that is often left blank which is the worst thing if you can do. Employers want to see you are doing things other than school/college and home. There are many things that can be classed as an achievement

First Aid courses – however don't just write First Aid course, write something along the lines of I passed the St Johns Ambulance Emergency First Aid course in September 2019.

Captain of a sports team – say which team and when and what you achieved e.g. supported players

Being part of a team or an individual that has taken part in competitions or tournaments – what role did you play – doesn't matter even if you came last it's the part you are doing things outside hone and school

Taking part in the National Citizenship Service – say what you did on the course and dates

Nissan cadets course – say what you did on the course and the dates

Duke of Edinburgh Award – say what level, what you did for the various parts of the course and the dates

Volunteering (this can also be put in the work experience/volunteering box) Do you support someone else. Have you been helping neighbours or others during the Coronavirus. What have you done?

Scouts/Guides/Police Cadets/Army Cadets – what did you do? What events have you taken part in or supported. Give dates.

Write a few sentences in the box below about your additional achievements.
Remember no abbreviations and check for spelling, capitals and punctuation

Skills

You have many skills you probably don't realise. Think about them and describe them in detail. Always give examples. Here are a few ideas

Look at practical lessons at school/college e.g. Design and Technology. Think of the following and make it into a couple of sentences. Did you make anything? What was it? Did you design it? Did you use hand drawing or CAD software? Did you follow a provided design? Did you use any machinery? Any hand tools? Did you have any problem making it? What were they? How did you fix them?

Do you have a push bike? A car? A scooter? Have you ever fixed a puncture on it? What other maintenance have you done? What tools did you use?

Have you done any DIY? Have you built any flat pack furniture/sheds/building work? Completed any decorating? Done any gardening? Did you make sure you had everything to hand before starting? What tools/equipment did you use (it's okay to put hand tools)? When you had finished did you clean then? Store them correctly?

Do you babysit? Who for? What skills does this show?

Write a few sentences in the box below about your skills. Remember no abbreviations and check for spelling, capitals and punctuation

Career Objective

In this box we need to see 2 things clearly

- Why do you want to be an engineer?
- Why an apprentice engineer and not A 'Levels/university

Don't put anything negative in here just why it's the career for you

Write a few sentences in the box below about your career objectives. Remember no abbreviations and check for spelling, capitals and punctuation

Personal Statement

The biggest secret to an excellent CV is giving examples e.g. instead of saying I am a good timekeeper say - In the past year at schools I have never been late. Or I have a paper round at starts at 7am and I have only been late once in 2 years.

In the next two pages is a document the Top 10 employability skills, what they mean and ideas for examples. Read it through and pick 3 – 5 areas to include in either this section or other parts of your CV

Write a few sentences in the box below about your yourself. Remember no abbreviations and check for spelling, capitals and punctuation

Hobbies and Interests

This is basically what you do when you are not at school or college

Try and make it practically biased if possible e.g.

- Instead of saying socialising (can read messing about) with my friends' state what you do e.g. playing football and going to the cinema with my friends.
- If you say reading put what sort of books

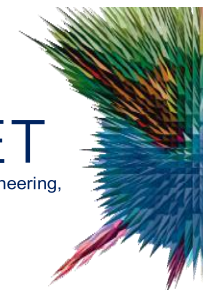
- If you say going to the gym say what sort of training you do
- Put in about being a member of sports clubs, cadets, out of school clubs, volunteering in here too

Write a few sentences in the box below about your hobbies and interests. Remember no abbreviations and check for spelling, capitals and punctuation

Now log back onto https://www.seta.co.uk/apprentice/apprentice_form/ and update and resubmit your application CV to us. Then continue the rest of this booklet.







EMPLOYABILITY SKILLS









Employability Skills can be defined as the transferable skills needed by an individual to make them 'employable'. Along with good technical understanding and subject knowledge, employers often outline a set of skills that they want from an employee. These skills are what they believe will equip the employee to carry out their role to the best of their ability.

Employability depends on your knowledge, skills and attitudes, how you use those assets, and how you present them to employers.

The table below has been compiled by a range of UK-based companies (see company details at the end of this guide), and it lists the Top 10 Employability Skills which they look for in potential employees – that means you! We asked the companies to define exactly what these skills mean, and how you could show evidence of these skills in an interview or application for a job.

SKILLS THAT EMPLOYERS WANT	WHAT THAT MEANS	YOUNG PEOPLE'S EVIDENCE IN LESSONS	YOUNG PEOPLE'S EVIDENCE OUTSIDE LESSONS
 Communication and interpersonal skills	The ability to explain what you mean in a clear and concise way through written and spoken means. To listen and relate to other people, and to act upon key information / instructions.	I presented the findings of a Science coursework project as a report and PowerPoint presentation to the rest of my Science class.	I am part of a debating club / society that helps my communication and interpersonal skills greatly.
 Problemsolving skills	The ability to understand a problem by breaking it down into smaller parts, and identifying the key issues, implications and identifying solutions. To apply your knowledge from many different areas to solving a task.	I was set a project within Design & Technology to build a component, but it stopped working. My approach was to start at the beginning of the circuit and work through all the connections until I found the part that was not working.	As part of my Duke of Edinburgh Award I had to evaluate the information on a map and the weather forecast to decide which was the best route to a set checkpoint.
 Using your initiative and being self-motivated	Having new ideas of your own which can be made into a reality. Showing a strong personal drive and not waiting to be told to do things.	For our coursework on electrical circuits I was the only one in class who chose to research how they are used in companies to get a real-life perspective.	At a temping job over the summer, the manager was not around to see me on my first morning, so I introduced myself to the other team members and offered my services until my manager arrived.
 Working under pressure and to deadlines	Handling stress that comes with deadlines and ensuring that you meet them.	I planned out my exam revision timetable so that I gave myself enough time for each subject.	On a bridge building project in my STEM Club, we ran out of an essential piece of kit 5 minutes before the deadline, but quickly modified the bridge using what was left and finished on time.

 Organisational skills	<p>Being organised and methodical. Able to plan work to meet deadlines and targets. Monitoring progress of work to ensure you are on track to meeting a deadline.</p>	<p>I handed my GCSE Science coursework in 3 days before the deadline as I had planned my time well and finished it to the best of my ability.</p>	<p>I was part of the School Leavers' Ball organising committee and devised a project plan so that we could keep on track with planning.</p>
 Team working	<p>Working well with other people from different disciplines, backgrounds, and expertise to accomplish a task or goal.</p>	<p>In a group project I worked with a team of people with different designated roles. The first job we did was to identify how each of us will have a valuable input to the task in hand.</p>	<p>I am part of our after school STEM Club that meets every week. We often do activities as teams and I really enjoy it.</p>
 Ability to learn and adapt	<p>To be enthusiastic about your work, and to identify ways to learn from your mistakes for the benefit of both you and your employer.</p>	<p>I always read the comments that my Teacher puts onto my coursework as I know that they will help me to improve my marks and learning. I try to use that advice in my next pieces of coursework.</p>	<p>In our STEM Club we had to make rockets fly as high as possible. I couldn't make mine go any higher so asked for help to improve the shape – it went 20 cm higher on the next attempt.</p>
 Numeracy	<p>The ability to use data and mathematics to support evidence or demonstrate a point.</p>	<p>In my Science coursework I used a range of graphs and tables to prove the hypothesis being tested.</p>	<p>Our STEM Ambassador guided us through an activity to build a road to help communities in Nigeria. We calculated the road cost per mile and if it didn't reach the next town we had to redesign it to fit the budget.</p>
 Valuing diversity and difference	<p>Knowing the value of diversity and what it can bring. Understanding and being considerate of the different needs of different individuals.</p>	<p>Working with people who may be able to offer different skills or knowledge, and who offer a different perspective to your own for projects / coursework.</p>	<p>Getting involved in activities, which involve people that are different from you in terms of age, gender, nationality, race, disability etc.</p>
 Negotiation skills	<p>To take on board other people's feelings and express your own requirements in an unemotional clear fashion to achieve a win-win outcome.</p>	<p>I reached an agreement with a classmate about who would take which role in a class project.</p>	<p>I had to present a new invention to a panel of STEM Ambassadors in a Dragon's Den day, and negotiate how much of the company they would own.</p>