A sign lit up at night

Description automatically generated

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| **PERSONAL PROFILE:** |
| **50-100** words about yourself, consider:   * What makes you a good candidate for the role? * Why would you like to do an apprenticeship? * What interests you about IT/Marketing/Software/Data? |
| **SKILLS & ACHIEVEMENTS:** |
| * Driving License * Any skills related to the role you’re applying for (computer building, coding, blog writing) * Have you competed any self-study courses relevant to the role? * Personal attributes (communication, team-work, time management) * Achievements: Duke of Edinburgh Award, any additional certifications or qualifications |
| **EDUCATION HISTORY:** |
| **COLLEGE NAME (YYYY-YYYY)**   * Course name & grade * Course name & grade * Course name & grade   **SCHOOL NAME (YYYY-YYYY)**   * English * Maths * Subject name & grade * Subject name & grade * Subject name & grade * Subject name & grade |
| **WORK EXPERIENCE:** |
| **JOB ROLE – COMPANY NAME (YYYY-present)**  Brief explanation of the role and day-to-day duties. |
| **HOBBIES & INTERESTS:** |
| * What do you enjoy doing in your spare time? * Are any of your hobbies/interests related to the role you’re applying for? |
| *References available on request.* |