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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?
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| **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
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| **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
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| **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?
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| *References available on request.* |