

CVS & COVERING LETTERS

When applying for an apprenticeship or a job you will almost certainly need a CV and a covering letter. Students will complete a CV writing workshop in Year 11 as part of Careers Day. They will be given a template CV to edit with their own details and will finish the day with a quality CV which they will be able to add to throughout their journey through school and beyond.

There are some useful links below:

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv>

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs/skills-based-cv-example>

<https://www.reed.co.uk/career-advice/how-to-write-a-cover-letter/>