Name

Address: 18 Hammond Avenue, South Reddish, Stockport, SK4 1PQ

Phone: 01234 000000 - Email: name@gmail.com

Personal statement

Use this space to give us a little insight as to why you would like an Engineering Apprenticeship. Tell us things like, what interests you about engineering / what inspires you to want to pursue a career in Engineering? It can be anything from projects you have heard about, the future of energy conservation and regeneration, a space launch, or just a general pure interest in the subject.

You can also use this space to tell us a little bit about yourself and any background you have in engineering, family members, life experiences, projects you have completed, hobbies (Yes, technical school projects, building/fixing things with your family members, fixing your bike, updating/adding components to your computer, your LEGO Technics and Meccano projects **ARE** of interest to an employer!) or any other interests you have that you feel have given you life skills that will assist you going forward in your future engineering career;

(*e.g. I volunteer at a local amateur dramatics society as an assistant lighting and sound technician where I have had much experience in rigging stage and location sets and controlling artificial, electric lights, this has developed my interest in the area of electrical engineering. Volunteering here has given me confidence working in a high-pressure environment. More recently, I have assumed the role of Stage Manager for a two-week production and got the chance to take control of performances and develop my leadership skills).*

Try to ensure this personal statement is around 350 word or there abouts (*which would be around the same length as this personal statement information section*) but try not to make it any shorter than this or too much longer, certainly no more than 1 page.

Try to keep this section concise and relating to engineering activities and your key skills, you can talk more about your other hobbies and interests that are more unrelated to engineering in the hobbies and interests section at the end of your CV. Please see our “how to” guide on personal statements or take a look at our example personal statements if you are unsure as to how to create your own.

Key Skills

* Confident leadership skills
* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
* Excellent communication skills, both written and verbal
* Great team member
* Fully qualified first-aider
* Basic CAD (computer Aided Design) knowledge
* Basic wiring and circuitry knowledge

Employment History

Kitchen Assistant and Front of House in Toby’s Restaurant, Reddish

(April 2022– Present)

Achievements and responsibilities:

* Presenting a professional and friendly first impression to all visitors and clients
* Managing incoming phone calls and mail
* Booking and cancelling diners/Diary management skills
* Clearing areas to make suitable for new diners
* Replenishing and restocking the bar, always ensuring high level of stock management efficiency
* Achieved staff member of the month a total of 3 times in the 4 months I have worked here

Education

College/School Name

(September 2020 - April 2022)

|  |  |
| --- | --- |
| A-levels****:****  ****Subject**** | ****Grade**** |
| General Studies | ****B**** |
| English | ****B**** |
| Maths | B |

****School Name****

(September 2016 – June 2020)

**GCSE Results**

|  |  |
| --- | --- |
| Subject | Grade |
| **English (Language)** | 7 |
| **English (Literature)** | 5 |
| **Maths** | 6 |
| **Combined Science** | 6 6 |
| **History** | 4 |
| **Geography** | 6 |
| **Business Studies** | 5 |
| **P.E.** | 8 |
|  |  |
|  |  |
|  |  |

Delete the example subjects or add your achieved subjects in the table above. Please list all GCSEs ensuring to mention if they are actual or expected grades.

Hobbies & Interests

Use this section to tell us about your hobbies and interests in general. You can mention the hobbies and interests you have already mentioned in your personal statement if you have anything else unrelated to engineering to add such as:

“I very much enjoy being part of the team in the local amateur dramatics society. I spend a lot of my free evenings and weekends there depending on performances”. *(this is a continuation of the interest already stated in the personal statement but with much more general information).*

You can also add interests and hobbies such as:

*“I also love to travel, the outdoors, seeing new places and I spend a lot of my free time cycling in the countryside”.*

References

References are available upon request.