

CV Template Pack

5 sector-specific CV templates, each with a blank version, a worked example, and what employers in that sector look for.

What's inside:

01 School Leaver

Blank template + worked example + sector-specific tips

02 Apprenticeship

Blank template + worked example + sector-specific tips

03 Digital & IT

Blank template + worked example + sector-specific tips

04 Healthcare

Blank template + worked example + sector-specific tips

05 Professional Services

Blank template + worked example + sector-specific tips

Template 01 — School Leaver | Blank CV Template

Who this is for: Year 11 or Year 12 students applying for their first part-time job, work experience placement, or general entry-level role.

[YOUR FULL NAME]

[City, UK | Phone | Email | LinkedIn (optional)]

PERSONAL STATEMENT

[2–3 sentences. Who you are, what you are studying or have studied, and what you are looking for. Example: 'Motivated Year 12 student with a strong interest in [sector]. Looking for a part-time or work experience role where I can develop my skills in [area] and build real workplace experience.']

EDUCATION

School / College: *[School name] | [Dates, e.g. 2022–2024]*

Qualification: *[A Levels / BTECs / GCSEs]*

Subjects & Grades: *[List subjects and grades — e.g. Maths A, English B, Science B]*

Previous School: *[School name] | [Dates]*

GCSEs: *[List best 5–8 with grades]*

WORK EXPERIENCE & VOLUNTEERING

Role / Organisation: *[Job title] | [Organisation] | [Dates]*

- [Responsibility 1: What you did — use action verbs: managed, organised, supported]*
- [Responsibility 2: A specific achievement or responsibility]*
- [Responsibility 3: A skill you demonstrated]*

Note: *[Include part-time jobs, volunteering, school roles, family business]*

SKILLS

Technical Skills: *[Microsoft Office, any software, platforms, tools]*

Languages: *[State level: conversational, fluent, native — or delete if not applicable]*

Other: *[Driving licence, first aid, or other relevant skills]*

ACHIEVEMENTS & INTERESTS

Achievements: *[Awards, DofE, sports captaincy, school council, competitions]*

Interests: *[2–3 genuine interests that show relevant skills — keep it real]*

REFERENCES

References: Available on request.

Template 01 — School Leaver | Worked Example (fictional student)

This is a fictional example showing what a realistic — not aspirational — student CV looks like in this sector. Names and details are made up.

Amara Osei

London, UK | 07700 900 142 | amara.osei@email.co.uk

PERSONAL STATEMENT

Year 12 student at Lewisham Sixth Form College studying Business, English and Media. Reliable, organised and eager to develop practical work skills. Looking for a part-time or weekend role where I can apply my communication skills and build experience alongside my studies.

EDUCATION

Lewisham Sixth Form College | 2023–Present

A Levels (in progress): Business Studies, English Language, Media Studies

Deptford Green School | 2018–2023

GCSEs: English Language A (7), Maths B (6), Science B (6), Business Studies A (7), History C (5), Art B (6)

WORK EXPERIENCE & VOLUNTEERING

Volunteer — Local Food Bank, Deptford | June 2023–Present

Sorted and packed food donations for weekly distribution to 60+ families

Greeted and assisted visitors at the front desk — developed confidence with new people

Trained two new volunteers on stock rotation procedures

Babysitter — Private Family | September 2022–Present

Responsible for care of two children (ages 4 and 7) on a regular basis

Demonstrates reliability, trust and the ability to manage responsibilities independently

SKILLS

Microsoft Office (Word, Excel, PowerPoint) — used regularly for coursework

Social media content creation — managed school Instagram account for 6 months

Basic customer service skills developed through volunteering

ACHIEVEMENTS & INTERESTS

Duke of Edinburgh Bronze Award — completed October 2023

School Council Representative — Year 10 and Year 11

Interests: reading, creative writing, community events

REFERENCES

Available on request.

What School Leaver employers want to see:

- ✓ GCSE grades listed clearly — employers use them as a baseline filter
- ✓ Any experience shown, however informal (babysitting, volunteering, paper round)
- ✓ Personal statement that is specific, not generic
- ✓ Interests that demonstrate real skills or commitment

Common mistakes to avoid:

- ✗ 'Hardworking team player' with no evidence to back it up
- ✗ Leaving the personal statement blank or vague
- ✗ Not listing GCSE grades — always include them
- ✗ A CV that is nearly empty — pad with genuine detail from school life

Universal CV tips — applies to every sector:

Length: one page until you have 2+ years of experience.

Format: save and send as a PDF — never a Word doc.

Email address: use firstname.lastname@gmail.com — not nicknames.

Tailor it: adjust your personal statement for every application.

Proofread: read it backwards. Get someone else to read it too.

More free resources at careerguide.network

Template 02 — Apprenticeship | Blank CV Template

Who this is for: Students applying for apprenticeships in engineering, construction, manufacturing, transport, telecoms, utilities and other vocational sectors.

YOUR FULL NAME

[City, UK | Phone | Email | LinkedIn (optional)]

PERSONAL PROFILE

Motivated [Year 11/12/13] student with strong results in [subjects]. Looking to start an apprenticeship in [sector/role] where I can earn while I learn and develop practical, industry-recognised skills.

EDUCATION

School / College: [School name] | [Dates, e.g. 2022–2024]

Qualification: [A Levels / BTECs / GCSEs]

Subjects & Grades: [List subjects and grades — e.g. Maths A, English B, Science B]

Previous School: [School name] | [Dates]

GCSEs: [List best 5–8 with grades]

WORK EXPERIENCE & VOLUNTEERING

Role / Organisation: [Job title] | [Organisation] | [Dates]

- [Responsibility 1: What you did — use action verbs: managed, organised, supported]
- [Responsibility 2: A specific achievement or responsibility]
- [Responsibility 3: A skill you demonstrated]

Note: [Include part-time jobs, volunteering, school roles, family business]

SKILLS

Technical Skills: [Microsoft Office, any software, platforms, tools]

Languages: [State level: conversational, fluent, native — or delete if not applicable]

Other: [Driving licence, first aid, or other relevant skills]

ACHIEVEMENTS & INTERESTS

Achievements: [Awards, DofE, sports captaincy, school council, competitions]

Interests: [2–3 genuine interests that show relevant skills — keep it real]

REFERENCES

References: Available on request.

Template 02 — Apprenticeship | Worked Example (fictional student)

This is a fictional example showing what a realistic — not aspirational — student CV looks like in this sector. Names and details are made up.

Tariq Hassan

London, UK | 07700 900 211 | tariq.hassan@email.co.uk

PERSONAL PROFILE

Year 11 student at Woolwich Polytechnic School with strong results in Maths, Science and Design Technology. Looking to apply for an engineering or construction apprenticeship where I can develop hands-on technical skills and work towards a recognised qualification.

EDUCATION

Woolwich Polytechnic School | 2019–2024

GCSEs: Maths A (7), Design Technology A (8), Science B (6), English Language B (6), Physics B (6), Geography C (5)

WORK EXPERIENCE & VOLUNTEERING

Work Experience — Travis Perkins, Woolwich | June 2023 (1 week)

- Assisted staff with stock checking and organising materials in the warehouse
- Shadowed tradespeople and observed how materials orders were processed
- Developed understanding of health and safety procedures on site

Helper — Family Business (Electrical repairs) | Ongoing

- Supported family member with basic electrical repair jobs in domestic properties
- Learned to use tools safely and follow instruction accurately
- Developed practical, hands-on problem-solving skills

SKILLS

Technical Skills: Microsoft Office, basic CAD (school-level), hand tools and power tools

Other: Comfortable working with numbers; strong attention to detail

ACHIEVEMENTS & INTERESTS

Achievements: Duke of Edinburgh Bronze Award — in progress; STEM Club Member — attended weekly sessions focused on electronics and robotics

Interests: engineering, building projects, football

REFERENCES

Available on request.

What apprenticeship employers want to see:

- ✓ Clear GCSE grades — Maths and English are often minimum requirements
- ✓ Any practical, hands-on experience however informal
- ✓ Evidence of reliability and commitment (attendance, part-time work, family responsibilities)
- ✓ Genuine interest in the trade or industry — not just "I want to learn"

Common mistakes to avoid:

- ✗ Applying without checking the GCSE entry requirements — many apprenticeships require grade 4/C in Maths and English
- ✗ A generic personal statement that could apply to any apprenticeship
- ✗ Ignoring informal experience — fixing things at home, helping a family business, doing odd jobs all count
- ✗ Not mentioning you're actively looking for an apprenticeship (not just a job)

Universal CV tips — applies to every sector:

Length: one page until you have 2+ years of experience.

Format: save and send as a PDF — never a Word doc.

Email address: use firstname.lastname@gmail.com — not nicknames.

Tailor it: adjust your personal statement for every application.

Proofread: read it backwards. Get someone else to read it too.

More free resources at careerguide.network

Template 03 — Digital & IT | Blank CV Template

Who this is for: Students applying for IT support roles, digital apprenticeships, tech internships, or entry-level digital roles.

YOUR FULL NAME

[City, UK | Phone | Email | LinkedIn (optional)]

PERSONAL PROFILE

[Year/age] student with a strong interest in technology and digital systems. Studying [subjects] and looking for an entry-level role or digital apprenticeship where I can develop practical IT skills in a real workplace environment.

EDUCATION

School / College: *[School name] | [Dates, e.g. 2022–2024]*

Qualification: *[A Levels / BTECs / GCSEs]*

Subjects & Grades: *[List subjects and grades — e.g. Maths A, English B, Science B]*

Previous School: *[School name] | [Dates]*

GCSEs: *[List best 5–8 with grades]*

WORK EXPERIENCE & VOLUNTEERING

Role / Organisation: *[Job title] | [Organisation] | [Dates]*

- [Responsibility 1: What you did — use action verbs: managed, organised, supported]*
- [Responsibility 2: A specific achievement or responsibility]*
- [Responsibility 3: A skill you demonstrated]*

Note: *[Include part-time jobs, volunteering, school roles, family business]*

SKILLS

Technical Skills: *[Microsoft Office, any software, platforms, tools]*

Languages: *[State level: conversational, fluent, native — or delete if not applicable]*

Other: *[Driving licence, first aid, or other relevant skills]*

ACHIEVEMENTS & INTERESTS

Achievements: *[Awards, DofE, sports captaincy, school council, competitions]*

Interests: *[2–3 genuine interests that show relevant skills — keep it real]*

REFERENCES

References: Available on request.

Template 03 — Digital & IT | Worked Example (fictional student)

This is a fictional example showing what a realistic — not aspirational — student CV looks like in this sector. Names and details are made up.

Priya Nair

London, UK | 07700 900 388 | priya.nair@email.co.uk

PERSONAL PROFILE

Year 13 student at Hackney Community College studying IT, Computer Science and Business. Passionate about technology and digital problem-solving. Looking for an IT support apprenticeship or entry-level digital role where I can build on my technical skills and gain hands-on experience with real systems and networks.

EDUCATION

Hackney Community College | 2022–2024

BTECs (in progress): IT (Distinction track), Business

Previous: Stoke Newington School | 2017–2022

GCSEs: Computer Science A (8), Maths B (6), English Language B (6), Science B (6), Art C (5)

WORK EXPERIENCE & VOLUNTEERING

IT Volunteer — Stoke Newington Library Digital Drop-In | September 2023–Present

- Helped adults troubleshoot basic IT issues including email, printing and internet access
- Explained technical processes in simple, clear language to non-technical users
- Logged recurring issues to help staff identify patterns and improve sessions

School IT Helper — Stoke Newington School | 2021–2022

- Supported the IT technician with setting up classroom equipment and resolving basic faults
- Assisted classmates with software and hardware issues during lunch hours

SKILLS

Technical Skills: Windows 10/11, Google Workspace, Microsoft Office, basic HTML/CSS, Python (school-level), troubleshooting hardware and software faults

Other: Fast learner with new software; comfortable explaining tech to non-technical people

ACHIEVEMENTS & INTERESTS

Achievements: Completed Google Digital Garage: Fundamentals of Digital Marketing (free certification); Built personal website using HTML and CSS as a side project

Interests: coding, cyber security, gaming, building PCs

REFERENCES

Available on request.

What Digital & IT employers want to see:

- ✓ Any evidence of self-directed learning — online courses, personal projects, certifications
- ✓ Problem-solving examples, even if informal (fixing a relative's laptop, building a website)
- ✓ Communication skills — IT roles involve explaining things to non-technical people
- ✓ Specific tools and systems listed, not just "good with computers"

Common mistakes to avoid:

- ✗ "Good with computers" — say which ones and how
- ✗ Listing no self-study or side projects — free certifications exist and take days, not months
- ✗ Ignoring soft skills — IT support is a people job as much as a technical one
- ✗ Vague interests like "I like technology" — be specific about what you build, play, or explore

Universal CV tips — applies to every sector:

Length: one page until you have 2+ years of experience.

Format: save and send as a PDF — never a Word doc.

Email address: use firstname.lastname@gmail.com — not nicknames.

Tailor it: adjust your personal statement for every application.

Proofread: read it backwards. Get someone else to read it too.

More free resources at careerguide.network

Template 04 — Healthcare | Blank CV Template

Who this is for: Students applying for healthcare apprenticeships, care assistant roles, NHS work experience, or entry-level roles in health and social care.

YOUR FULL NAME

[City, UK | Phone | Email | LinkedIn (optional)]

PERSONAL PROFILE

Compassionate and reliable [Year/age] student with a genuine interest in health and social care. Studying [subjects] and looking for an entry-level role or apprenticeship where I can support patients or service users and begin building a career in healthcare.

EDUCATION

School / College: [School name] | [Dates, e.g. 2022–2024]

Qualification: [A Levels / BTECs / GCSEs]

Subjects & Grades: [List subjects and grades — e.g. Maths A, English B, Science B]

Previous School: [School name] | [Dates]

GCSEs: [List best 5–8 with grades]

WORK EXPERIENCE & VOLUNTEERING

Role / Organisation: [Job title] | [Organisation] | [Dates]

- [Responsibility 1: What you did — use action verbs: managed, organised, supported]
- [Responsibility 2: A specific achievement or responsibility]
- [Responsibility 3: A skill you demonstrated]

Note: [Include part-time jobs, volunteering, school roles, family business]

SKILLS

Technical Skills: [Microsoft Office, any software, platforms, tools]

Languages: [State level: conversational, fluent, native — or delete if not applicable]

Other: [Driving licence, first aid, or other relevant skills]

ACHIEVEMENTS & INTERESTS

Achievements: [Awards, DofE, sports captaincy, school council, competitions]

Interests: [2–3 genuine interests that show relevant skills — keep it real]

REFERENCES

References: Available on request.

Template 04 — Healthcare | Worked Example (fictional student)

This is a fictional example showing what a realistic — not aspirational — student CV looks like in this sector. Names and details are made up.

Blessing Adeyemi

London, UK | 07700 900 477 | blessing.adeyemi@email.co.uk

PERSONAL PROFILE

Year 12 student at South Thames College studying Health and Social Care and Biology. Caring, patient and reliable with a genuine commitment to supporting others. Looking for an entry-level healthcare support role or NHS apprenticeship where I can develop clinical and care skills alongside my studies.

EDUCATION

South Thames College | 2023–Present

BTEC Level 3 Health and Social Care (in progress); A Level Biology

Previous: Harris Academy Merton | 2018–2023

GCSEs: Biology A (7), English Language B (6), Maths B (6), Chemistry C (5), Sociology B (6), Art C (5)

WORK EXPERIENCE & VOLUNTEERING

Volunteer — Age UK Wandsworth, Befriending Programme | October 2023–Present

- Made regular telephone contact with isolated elderly service users
- Listened actively and provided emotional support and companionship
- Flagged welfare concerns to the coordinator in line with safeguarding guidance

Carer — Family Member | 2021–Present

- Provided regular care and support for a family member with a long-term health condition
- Managed medication schedules, attended appointments and kept care records
- Developed empathy, patience and a calm approach under pressure

SKILLS

Technical Skills: Microsoft Office, basic patient record awareness (BTEC coursework), first aid awareness

Other: DBS check in progress; strong understanding of confidentiality and safeguarding principles

ACHIEVEMENTS & INTERESTS

Achievements: St John Ambulance First Aid Training — completed 2023; Shortlisted for BTEC Health and Social Care Unit commendation

Interests: medicine, anatomy, volunteering, reading

REFERENCES

Available on request.

What Healthcare & Care employers want to see:

- ✓ Any caring experience — formal or informal (family member, neighbour, charity)
- ✓ Evidence of empathy, patience and reliability — these matter more than qualifications at entry level
- ✓ Awareness of safeguarding and confidentiality — even basic knowledge stands out
- ✓ Genuine motivation — why healthcare, not just "I like helping people"

Common mistakes to avoid:

- ✗ "I want to help people" with no evidence — back it up with something you've done
- ✗ Forgetting to mention informal caring — it's real experience
- ✗ No mention of safeguarding or DBS — shows awareness of the sector
- ✗ Overselling clinical skills you don't yet have — honesty matters in this sector

Universal CV tips — applies to every sector:

Length: one page until you have 2+ years of experience.

Format: save and send as a PDF — never a Word doc.

Email address: use firstname.lastname@gmail.com — not nicknames.

Tailor it: adjust your personal statement for every application.

Proofread: read it backwards. Get someone else to read it too.

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Template 05 — Professional Services | Blank CV Template

Who this is for: Students applying for office-based apprenticeships, admin roles, finance or legal work experience, or entry-level roles in business, law or accountancy.

YOUR FULL NAME

[City, UK | Phone | Email | LinkedIn (optional)]

PERSONAL PROFILE

Organised and professional [Year/age] student with strong academic results and an interest in [finance / law / business / consulting]. Looking for an entry-level role or school leaver programme where I can develop commercial awareness and professional skills in a structured environment.

EDUCATION

School / College: [School name] | [Dates, e.g. 2022–2024]

Qualification: [A Levels / BTECs / GCSEs]

Subjects & Grades: [List subjects and grades — e.g. Maths A, English B, Science B]

Previous School: [School name] | [Dates]

GCSEs: [List best 5–8 with grades]

WORK EXPERIENCE & VOLUNTEERING

Role / Organisation: [Job title] | [Organisation] | [Dates]

- [Responsibility 1: What you did — use action verbs: managed, organised, supported]
- [Responsibility 2: A specific achievement or responsibility]
- [Responsibility 3: A skill you demonstrated]

Note: [Include part-time jobs, volunteering, school roles, family business]

SKILLS

Technical Skills: [Microsoft Office, any software, platforms, tools]

Languages: [State level: conversational, fluent, native — or delete if not applicable]

Other: [Driving licence, first aid, or other relevant skills]

ACHIEVEMENTS & INTERESTS

Achievements: [Awards, DofE, sports captaincy, school council, competitions]

Interests: [2–3 genuine interests that show relevant skills — keep it real]

REFERENCES

References: Available on request.

Template 05 — Professional Services | Worked Example (fictional student)

This is a fictional example showing what a realistic — not aspirational — student CV looks like in this sector. Names and details are made up.

Chiamaka Obi

London, UK | 07700 900 566 | chiamaka.obi@email.co.uk

PERSONAL PROFILE

Year 13 student at St Francis Xavier Sixth Form studying Economics, Mathematics and Law. Analytical, detail-oriented and professionally presented. Looking for a school leaver programme or apprenticeship in accountancy or financial services where I can build technical knowledge and begin a structured career path.

EDUCATION

St Francis Xavier Sixth Form | 2022–2024

A Levels (in progress): Economics (predicted A), Mathematics (predicted B), Law (predicted B)

Previous: Chestnut Grove Academy | 2017–2022

GCSEs: Mathematics A (8), English Language A (7), Economics A (7), History B (6), French B (6), Science B (6)

WORK EXPERIENCE & VOLUNTEERING

Work Experience — Deloitte Insight Programme | July 2023 (1 week)

- Shadowed teams across audit and tax departments
- Attended a client briefing and completed a group case study on financial risk
- Developed understanding of how large professional services firms operate

Finance Assistant (Voluntary) — School Finance Committee | September 2022–July 2023

- Helped manage a £2,000 student events budget across the academic year
- Prepared simple income and expenditure reports for the student council
- Ensured spending approvals were documented and filed correctly

SKILLS

Technical Skills: Microsoft Excel (intermediate), Microsoft Word and PowerPoint, basic financial modelling (school project)

Languages: Igbo — conversational

Other: Strong numerical reasoning; experience presenting to groups

ACHIEVEMENTS & INTERESTS

Achievements: Completed Bright Network Economics & Finance Virtual Internship — 2023; UK Junior Mathematical Challenge — Bronze Award 2022

Interests: personal finance, current affairs, debating, chess

REFERENCES

Available on request.

What Professional Services employers want to see:

- ✓ Strong academic results — especially Maths and English; predicted grades matter here
- ✓ Any experience showing commercial awareness — work experience, school finance roles, case studies
- ✓ Professionalism in presentation: no typos, clean format, professional email address
- ✓ Evidence of initiative — insight programmes, virtual internships, competitions

Common mistakes to avoid:

- ✗ Not including predicted grades — professional services firms filter on them early
- ✗ No mention of commercial awareness — show you understand what the firm actually does
- ✗ Generic personal statement — name the firm type (accountancy, law, consulting) not just "business"
- ✗ Missing any structured programmes you've attended — Bright Network, Springpod, firm insight days all count

Universal CV tips — applies to every sector:

Length: one page until you have 2+ years of experience.

Format: save and send as a PDF — never a Word doc.

Email address: use `firstname.lastname@gmail.com` — not nicknames.

Tailor it: adjust your personal statement for every application.

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