

Foundation Kit

Your complete guide to getting work-ready, from mindset to first job.

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01 Welcome

Start here — everything you need to know before you begin.

What is the Foundation Kit?

This kit is your starting point. It doesn't matter whether you know exactly what you want to do yet; most people your age don't. What matters is that you start building the habits, knowledge and confidence that will set you apart from everyone else who's waiting to feel ready.

This is not a textbook. It's a workbook. Read it, fill it in, come back to it. The students who get the best opportunities aren't always the smartest, they're the most prepared.

How to use this kit

Three simple rules:

1. Work through it in order the first time — each section builds on the last.
2. Actually fill in the exercises. Thinking about them isn't enough.
3. Come back to it. Your answers will change as you grow — that's the point.

What you'll have by the end

A clear picture of your skills and strengths

A goal and a 90-day plan to reach it

An understanding of what employers actually want

Knowledge of the main career pathways available to you

A research toolkit for finding opportunities

A simple framework for using AI to support your applications

A LinkedIn profile that works for you

Confidence to take your next step

Before you start — one honest thing:

This kit will only help you if you use it. Reading it once and putting it away won't change anything. The students who get the jobs, apprenticeships and opportunities they want do one thing differently: They start. Before they feel ready. Before they have all the answers. They just start. So open a page. Scroll down or pick up a pen. And begin.

02 Mindset & Resilience

Your mindset determines what you try, what you avoid, and what you achieve.

Fixed vs Growth Mindset

Your mindset is the lens through which you see challenges. It determines whether you try, give up, or adapt. Two people with identical ability can have completely different outcomes, based entirely on how they think.

FIXED MINDSET	GROWTH MINDSET
Fixed Mindset	Growth Mindset
"I'm not ready yet."	"I'll figure it out as I go."
"I don't have enough experience."	"I'll start small and build up."
"That's not for someone like me."	"I can learn this — I just haven't yet."
"I'll probably fail so why bother?"	"Failure means I'm trying."
"If I try and fail, people will judge me."	"What can I learn from this?"

Common mindset traps

These are the thoughts that hold most people back. Recognise them — and push through them anyway:

Waiting to feel ready

Confidence comes after action, not before. Nobody feels ready for their first job interview. Apply anyway.

Comparing yourself to people further ahead

Everyone is at a different stage. Comparing your start to someone else's middle is pointless.

Fear of getting it wrong in public

Mistakes are visible when you're starting out. That's normal. Nobody is watching as closely as you think.

Thinking opportunities are 'for other people'

They're not. The people who get them just applied. That's often the only difference.

Waiting for someone to give you permission

No one is coming to pick you. You have to put yourself forward.

Building resilience

Resilience is not about being tough or never feeling discouraged. It's about recovering faster. Here's what you will face and what resilient people do about it:

You will face:

- Rejection — applications that go nowhere, interviews that don't lead to offers.
- Silence — emails you send that get no reply for weeks.
- Comparison — watching people around you seem to progress faster.
- Self-doubt — moments where you wonder if you're good enough.
- Setbacks — plans that don't work out, grades that disappoint.

What resilient people do:

- Pause instead of quitting — take a breath, not a break from everything.
- Ask 'what can I learn from this?' instead of 'why does this keep happening to me?'
- Make one small adjustment and try again.
- Keep going — even when motivation has completely disappeared.
- Separate their worth as a person from the outcome of an application.

Motivation vs Discipline

Motivation gets you started. Discipline keeps you going. Most people only rely on motivation — which is why most people stop when things get hard.

MOTIVATION	DISCIPLINE
Emotional	Behavioural — built through habits
Changes day to day	Not dependent on how you feel
Strong at the start	Quiet and repetitive
Disappears when things get difficult	Works exactly when motivation doesn't
Useful for beginning something new	What separates consistent people from everyone else

The key question:

- Motivation asks: 'Do I feel like it today?'
- Discipline asks: 'What did I commit to?'
- Build systems — not feelings. Show up even on the days you don't want to.

Reflection exercise

Think of a time you pushed through something difficult. What happened? What did it teach you?

What is one mindset trap from the list above that you recognise in yourself? What's one thing you can do about it this week?

03 What Motivates You

Understanding what drives you helps you make better decisions about your future.

External vs Internal motivators

Motivation comes from two places. Understanding which drives you most will help you make better decisions about what to pursue, and keep going when things get tough.

EXTERNAL MOTIVATORS

Money — income, security, financial independence

Recognition — respect, status, being seen

Pressure — expectations from family or school

Fear — not wanting to fall behind or disappoint others

INTERNAL MOTIVATORS

Purpose — doing something that feels meaningful

Growth — improving a skill, getting better at something

Autonomy — control over your own time and choices

Pride — proving something to yourself

Important:

- Neither type is wrong. But internal motivators tend to be more durable.
- When the excitement fades — and it always does — internal motivation is what keeps you going.
- The goal is to find work that connects to both: pays you well AND means something to you.

What motivates you? — Exercise

Answer these honestly. There are no right or wrong answers.

What would you do even if you weren't paid? (Don't say 'nothing' — think harder.)

When do you feel most energised or 'in flow'? What are you usually doing?

What kind of work environment suits you? (Fast-paced, structured, creative, outdoors, with people, alone?)

What would success look like to you in 5 years? Be honest — not what you think you should say.

04 Your Skills & Experience Audit

You have more to offer than you think. This section helps you find it.

'I have no experience' — the biggest myth

Almost every student says this. Almost every student is wrong. Experience doesn't only come from paid jobs. It comes from anything that required effort, responsibility, or skill, whether anyone paid you for it or not.

What counts as experience:

- Part-time or weekend jobs — any paid work, however small
- Volunteering — at a food bank, community garden, school event, charity
- Caring responsibilities — looking after a sibling, family member, or neighbour
- Side projects or hustles — tutoring, selling, content creation, coding, designing
- School or college roles — prefect, student council, debating, sports captain
- Hobbies with commitment — sport, music, drama, gaming with achievement
- Family business involvement — even informal help with admin, customers or deliveries
- Online learning — completed courses, certifications, personal projects

Your experience inventory

List everything you've done that required effort or responsibility. Don't edit or judge it yet — just get it on paper.

Paid work (any jobs, past or current):

Volunteering or community involvement:

Responsibilities at home, school or in your community:

Side projects, hustles, or things you've built or created:

Hobbies and interests you've invested real time in:

Skills mapper

Skills are built everywhere — most people just don't know how to name them. Go through the list below and tick every skill you have used in the last year, from any context.

- | | |
|--|---|
| <input type="checkbox"/> Verbal communication | <input type="checkbox"/> Leadership or mentoring others |
| <input type="checkbox"/> Written communication | <input type="checkbox"/> Adaptability |
| <input type="checkbox"/> Active listening | <input type="checkbox"/> Creativity |
| <input type="checkbox"/> Working in a team | <input type="checkbox"/> Digital literacy (Word, Excel, etc.) |
| <input type="checkbox"/> Customer service | <input type="checkbox"/> Social media or content creation |
| <input type="checkbox"/> Problem-solving | <input type="checkbox"/> Research and analysis |
| <input type="checkbox"/> Time management | <input type="checkbox"/> Handling money or budgets |
| <input type="checkbox"/> Punctuality and reliability | <input type="checkbox"/> Planning and organising events |
| <input type="checkbox"/> Taking initiative | <input type="checkbox"/> Presenting or public speaking |
| <input type="checkbox"/> Attention to detail | <input type="checkbox"/> Learning new tools quickly |

The STAR framework — turning experience into evidence

Employers don't just want to know what you've done. They want to know what you did about it. The STAR framework helps you turn any experience into a compelling, specific answer.

STAR stands for:

- S — Situation: Set the scene. Where were you? What was happening?
- T — Task: What was your responsibility in that situation?
- A — Action: What did YOU specifically do? (Not the team — you.)
- R — Result: What happened as a result? Include numbers where you can.

Practice: Write one STAR example

Choose any experience from your inventory above — paid or unpaid. Work through it below.

Situation — what was happening and where were you?

Task — what was your responsibility?

Action — what did you specifically do?

Result — what happened because of your actions?

Key tip:

- Aim to have 5–6 STAR examples ready before any interview or application.
- Cover these themes: teamwork, challenge overcome, initiative, communication, time management.
- No paid work experience? School projects, volunteering and personal projects all count.

05 What Employers Actually Want

The gap between what students think employers want and what they actually want is huge.

The real gap

Most students focus on grades and qualifications. Employers care about those, but they're often not the deciding factor, especially at entry level. What separates candidates who get offered roles from those who don't is almost always something else.

STUDENTS OFTEN THINK EMPLOYERS WANT:

Perfect grades in every subject

The most impressive-sounding work experience

Knowing exactly what you want to do forever

Having connections or knowing the right people

Looking and sounding the most confident

EMPLOYERS ACTUALLY WANT:

Evidence that you can show up reliably and on time

The ability to communicate clearly — in person and in writing

A willingness to learn and take feedback without getting defensive

Proof that you take initiative — you don't wait to be told

Self-awareness — knowing your strengths and working on your weaknesses

The top 8 things employers consistently say

Reliability They need to know you'll show up on time, every time. This sounds basic but it eliminates a surprising number of candidates.

Communication Clear, professional communication in person, on the phone and in writing. Not perfect grammar. Just clear, respectful and appropriate.

Attitude A positive attitude and willingness to learn matters more than expertise at entry level. Most skills can be taught. Attitude is much harder to change.

Initiative Employers love candidates who notice problems and fix them without being asked. They're tired of managing people who wait to be told what to do next.

Teamwork Almost every job involves working with other people. The ability to collaborate, compromise and support colleagues is essential.

Problem-solving When something goes wrong can you stay calm, think clearly and find a solution? This is one of the most valued skills across every sector.

Digital literacy Basic competence with computers, email and workplace tools is now a minimum expectation in almost every job.

Self-awareness Employers value people who understand their strengths, acknowledge their weaknesses and know how to ask for help when they need it.

The honest truth:

- You can walk in with average grades and excellent communication skills and beat someone with top grades who can't hold eye contact or answer a question clearly.
- Work on your soft skills as deliberately as you work on your qualifications. They will take you further.

Self-assessment

Rate yourself honestly (1 = need to develop, 5 = genuinely strong):

Skill	Rating (1–5)	Priority to develop?
Reliability & punctuality	/5	Yes / No
Communication — verbal	/5	Yes / No
Communication — written	/5	Yes / No
Initiative	/5	Yes / No
Teamwork	/5	Yes / No
Problem-solving	/5	Yes / No
Digital literacy	/5	Yes / No
Self-awareness	/5	Yes / No

06 Career Pathways Overview

There is no single right route. There are many — and most of them work.

One of the most damaging myths in education is that there is one correct path after school: university. The reality is that there are multiple routes into successful careers, and the 'best' one depends entirely on you, your learning style, your goals, and your situation.

The main pathways

Apprenticeships

Paid, structured training in a real workplace. You earn a salary while studying towards a qualification. Available at multiple levels — from Level 2 (equivalent to GCSEs) to Level 7 (equivalent to a Master's degree).

Pros:

- ✓ Earn while you learn — no student debt
- ✓ Real workplace experience from day one
- ✓ Industry-recognised qualification
- ✓ Often leads to a permanent role

Where to find them:

gov.uk/apply-apprenticeship | Company careers pages | LinkedIn | CareerGuide Directory (careerguide.network)

Cons:

- ✗ Highly competitive — especially higher-level apprenticeships
- ✗ Balancing work and study can be demanding

T Levels

Two-year qualifications equivalent to 3 A Levels, combining classroom learning with a 45-day industry placement. Designed in partnership with employers, so the content is directly relevant to real work.

Pros:

- ✓ Strong practical focus
- ✓ Industry placement included
- ✓ Clear route into specific sectors
- ✓ Recognised by universities and employers

Where to find them:

College and sixth form prospectuses | UCAS | tlevels.gov.uk

Cons:

- ✗ Limited availability in some areas
- ✗ Narrower subject focus than A Levels

University

A 3-4 year academic programme leading to a bachelor's degree. Required for some professions (medicine, law, architecture) but not necessary for most careers. You repay student loans only once you earn above the threshold — check the current threshold at gov.uk/repaying-your-student-loan.

Pros:

Where to find them:

✓ In-depth subject knowledge

✓ Strong networks and alumni connections

✓ Access to specific graduate programmes

✓ Personal independence and development

ucas.com | University open days | Course comparison tools (Whatuni, Unistats)

Cons:

✗ Significant debt (though repayment is income-based)

✗ No guaranteed job at the end

✗ Mostly theoretical — limited real-world experience

Employment (direct)

Entering the workforce directly after school or college. Many entry-level roles offer training, development and progression without requiring a degree or apprenticeship. Retail, hospitality, admin, sales and customer service roles are common starting points.

Pros:

✓ Income immediately

✓ Real experience from day one

✓ Can progress while working — many employers fund further qualifications

Where to find them:

Indeed, Reed, Totaljobs, LinkedIn Jobs | Local employer websites | CareerGuide Directory

Cons:

✗ Starting salary may be lower

✗ Less structured development than apprenticeships

Which pathway is right for you?

Which pathway interests you most right now, and why?

Which learning style suits you best — classroom, hands-on, independent, structured?

Remember:

- You don't have to decide everything now. Many people change direction — and that's fine.
- A decision made with some research is always better than one made with none.
- Talk to people already in roles you're interested in. LinkedIn makes this easier than ever.

07 How to Research Opportunities

Finding the right opportunity is a skill. Here's how to do it properly.

Step 1 — Understand what you're looking for

Before you start searching, get clear on what you actually want. Vague searches produce vague results.

What sector or type of role are you most interested in right now?

What location works for you? (Your city, willing to commute, open to anywhere?)

What level are you looking for? (Part-time, work experience, apprenticeship, full-time entry-level?)

Step 2 — Where to look

Different opportunities live in different places. Use multiple sources — relying on one will mean you miss things.

Core job boards and directories:

- [gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship) — The official government apprenticeship portal. Search by sector, location and level.
- [Indeed.co.uk](https://www.indeed.co.uk) — Broadest range of entry-level and part-time roles.
- [Reed.co.uk](https://www.reed.co.uk) — Strong for part-time, admin and professional entry-level roles.
- [LinkedIn Jobs](https://www.linkedin.com/jobs) — Growing fast for apprenticeships and professional services roles.
- [CareerGuide Directory \(careerguide.network\)](https://careerguide.network) — Our curated guide to programmes, employers and opportunities for 16–19 year olds. Updated regularly.
- [Not Going to Uni \(notgoingtouni.co.uk\)](https://www.notgoingtouni.co.uk) — Apprenticeships, school leaver programmes and alternatives to university.
- [Prospects.ac.uk](https://www.prospects.ac.uk) — Good for understanding role profiles and sectors before you apply.

Employer direct — often the best source:

- Many employers post opportunities on their own website before they appear on job boards — sometimes exclusively.
- Look for a 'Careers' or 'Early Careers' section on any company website you're interested in.
- Large employers with structured school leaver or apprenticeship programmes include: KPMG, PwC, Deloitte, NHS, TFL, BBC, Amazon, Google, Lloyds Banking Group, BAE Systems, Rolls-Royce, Network Rail.
- Don't be put off by large names. They often have the best-structured entry routes for young people.

Step 3 — How to research a company properly

Before you apply anywhere, spend 20 minutes researching the organisation. This makes your application significantly stronger and means you'll actually know what you're applying to.

What do they actually do?

What product or service do they provide? Who are their customers? What sector are they in? Their 'About Us' page is the starting point.

What is their size and structure?

Are they a small local business, a large national company, or a multinational? This affects culture, progression and your day-to-day experience.

What are their values?

Most companies list their values on their website. Reference these in applications — it shows you've done your research.

What's happening with them right now?

Google their name + 'news'. Have they launched new products, won awards, expanded, or faced challenges? Mentioning something current is impressive.

What do employees say?

Search them on Glassdoor ([glassdoor.co.uk](https://www.glassdoor.co.uk)) to see what current and former employees say about working there. Take reviews with a pinch of salt but look for patterns.

Who works there?

Look them up on LinkedIn. See who has the type of role you're interested in. This also helps you understand what the career path looks like.

Step 4 — Tracking your search

If you're applying to multiple places, and you should be, track everything. Most people forget what they applied for, when, and what happened. This simple tracker will help.

Next Step	Notes

08 Using AI to Help You

AI won't write your career for you. But it can save you hours and make your applications much stronger.

What AI can and can't do

Draft a personal statement or CV summary for you to edit

Suggest bullet points based on your experience

Help you research a company quickly

Prepare interview questions and give you feedback on your answers

Explain confusing job descriptions or application forms

Help you write professional emails

Summarise information about a sector or career path

AI CANNOT:

Know your real experience — you have to tell it

Apply for you or fill in forms on your behalf

Guarantee what will impress a specific employer

Replace the human judgement of an interviewer

Know everything about a specific small company

Write something that sounds genuinely like you without your input

The golden rule:

- Always edit what AI gives you. Always sound like yourself.
- Employers and admissions teams can often tell when something sounds AI-generated — it's too smooth, too generic.
- Use AI as a first draft. You add the real you on top.

Useful prompts — copy and adapt these

These prompts work with Claude (claude.ai), ChatGPT, or any similar AI tool. Replace the [bracketed] parts with your own information.

1

CV personal statement

I am a [Year 13 student / school leaver] applying for a [job title] at [company name]. My relevant experience includes [brief description of your experience]. My key skills are [list 3 skills]. Write me a 3-sentence personal statement for my CV that sounds confident but not over-inflated.

2

CV bullet points

I worked as a [job title] at [company] for [duration]. My main responsibilities were [describe what you did]. Turn these into 3 strong CV bullet points that start with action verbs and focus on impact.

3

Cover letter draft

Help me write a cover letter for a [job title] role at [company name]. I am [brief description of who you are]. My relevant experience is [experience]. The job description says they want [key requirements from the job ad]. Make it professional, specific and under 300 words.

4

Interview preparation

I have an interview for a [job title] at [company]. The company does [brief description]. Give me 10 likely interview questions and for each one, give me a brief tip on how to answer it well.

5

Company research

I am applying to [company name]. They are a [type of company] in the [sector] industry. Summarise what they do, who their main customers are, and what I should know before an interview. Keep it to under 200 words.

6

Professional email

Help me write a professional email to [name/organisation] asking about [work experience / an apprenticeship opportunity / a job]. I am a [Year 12 student / school leaver]. Keep it short, polite and clear.

7

Feedback on your answer

Here is my answer to the interview question "[question]": [paste your answer]. Give me honest feedback on what works and what I could improve. Then give me a stronger version.

8

Understand a job description

Here is a job description for a role I am interested in: [paste job description]. Explain what they are actually looking for in simple language, and tell me which requirements I should address in my application.

Which AI tool should I use?

- **Claude (claude.ai)** — Excellent for writing, editing and nuanced feedback. Free tier available.
- **ChatGPT (chat.openai.com)** — Widely used, strong for general tasks. Free tier available.
- **Microsoft Copilot (copilot.microsoft.com)** — Good if you use Microsoft 365. Free to access.
- **Google Gemini (gemini.google.com)** — Integrates with Google Docs and Gmail. Free to use.
- All of the above are free to use for basic tasks. You don't need to pay for anything to get started.
- AI tools regularly change their pricing, features and free usage limits. Always check the provider's website for the latest information before relying on any specific feature.

09 LinkedIn for Students

You don't need experience to have a strong LinkedIn profile. You need one to get experience.

Why LinkedIn matters at 16–19

LinkedIn is used by over 1 billion professionals. Recruiters search it every day. Hiring managers check it before interviews. Companies post jobs there before anywhere else.

Most students your age haven't set one up. That means the ones who have already stand out. You don't need to have worked at Google to have a strong profile — you just need to be honest, specific and active.

Setting up your profile — step by step

Step1

Profile photo

Use a clear, friendly headshot. No filters. No group photos. No selfies from bad lighting. Smart-casual clothing. Smile. This is not Instagram — it's a professional first impression.

Example: A clean photo taken in good light, looking directly at the camera. Smart-casual clothing. Nothing distracting in the background.

Step2

Headline

Your headline appears under your name and is the first thing people read. It should say what you're doing or what you're interested in — not just 'Student'.

Example: "Aspiring software developer | A Level Computer Science student | Building skills in Python and web development"

Step3

About section

2–3 sentences about who you are, what you're interested in, and what you're working towards. Don't copy your CV personal statement — this should sound more like you.

Example: "I'm a sixth form student with a genuine interest in sustainable engineering. I'm currently building experience through robotics club and a week's placement at Jacobs Engineering. I'm looking for an engineering apprenticeship where I can start contributing while I learn."

Step4

Education

Add your current school or college and your previous school. List subjects you're studying. Add any awards or achievements in the 'Activities and societies' field.

Example: Lewisham Sixth Form College — A Levels: Business, English, Media. Deptford Green School — GCSEs including A (7) in English and Business.

Step5

Experience

Add everything — paid jobs, volunteering, school roles, personal projects. Even 'Babysitter — private family' with a sentence about what it involved counts.

Example: Volunteer — Deptford Food Bank | Jun 2023–Present | Sorted donations, greeted visitors, trained new volunteers.

Step6

Skills

Add 5–10 skills that genuinely apply to you. LinkedIn lets others endorse them, which adds credibility over time.

Example: Communication, Microsoft Office, Customer Service, Teamwork, Time Management, Social Media

Step7

Connection requests

Connect with everyone you know — classmates, teachers, mentors, family friends. Then expand to people in roles or sectors you're interested in. Always add a short message when connecting with someone you don't know.

Example: "Hi [Name], I'm a sixth form student interested in [sector]. I came across your profile while researching [company/role] and would love to connect. I'm hoping to learn more about how people get into this field."

DO:

Use a professional headshot

Write a specific headline — not just 'Student'

Fill out every section you can

Connect with people you know first

Post or share something relevant once a month

Comment thoughtfully on posts in your sector

Message people to ask questions — politely

DON'T:

Leave your profile half-finished

Lie or exaggerate anything

Use casual slang or emojis in your bio

Send connection requests with no message to strangers

Post personal content that wouldn't impress an employer

Ghost your profile for months at a time

Connect with everyone and engage with no one

Quick action:

- Set up your LinkedIn profile today. It takes 30 minutes.
- Go to [linkedin.com/in/\[yourname\]](https://linkedin.com/in/[yourname]) — claim your profile URL before someone else takes it. [Click here to find out how.](#)
- Then come back and connect with your school, your teachers, and anyone else you know.

10 Your 90-Day Action Plan

One clear goal and a plan to reach it. That's all this is.

Why 90 days?

90 days is long enough to make real progress but short enough to stay focused. A year feels too long. A week isn't enough.

This plan is not about having everything figured out. It's about taking deliberate action on the most important things, one at a time. 90 days, roughly one school term, is the right window.

Step 1 — Your goal

Complete this sentence:

By _____ (date) I will _____
so that _____

Goal check:

- Can I do this without permission from anyone else?
- Can I start this week — not 'soon' or 'when I'm ready'?
- Is it specific enough that I'll know when I've done it?
- If any answer is no, simplify the goal until all three are yes.

Step 2 — Your 90-day breakdown

Break your goal into three monthly milestones. Each month should get you meaningfully closer.

Month	What I will do / achieve
Month 1 — Foundation	
Month 2 — Progress	
Month 3 — Push	

Step 3 — Weekly actions

Choose 1–3 things to do each week that move you closer to your monthly milestone. Small, consistent actions beat occasional big efforts every time.

This week, I will: (be specific — not 'work on my CV' but 'update my CV work experience section and send it to [name] for feedback by Thursday')

Step 4 — Accountability

Tell someone your goal. Not to impress them — to make it real.

Who will I share this goal with? (A parent, teacher, mentor, friend — someone who will ask you about it.)

How will I track my progress? (Check-in every Sunday? A notes app? A physical journal?)

11 Next Steps & Resources

You've done the hard part. Here's what to do now.

Your immediate action list

Pick 3 things from this list to do this week. Not next month. This week.

- Set up or update your LinkedIn profile
- Download the CV template for your sector from careerguide.network
- Write one STAR example and read it out loud
- Research one employer you're genuinely interested in
- Complete your 90-day plan (Section 10) and share it with someone
- Try one AI prompt from Section 8 on a CV or cover letter draft
- Identify one opportunity on gov.uk/apply-apprenticeship or CareerGuide Directory
- Book a conversation with a teacher, mentor or careers adviser

Free resources at careerguide.network

Resource	What it covers
Interview Cheat Sheet	STAR framework, top 20 questions, strong vs weak answers, pre and post-interview checklists
CV Template Pack (10 sectors)	Blank templates and worked examples for School Leaver, Apprenticeship, Engineering, Construction, IT & Digital, Business & Finance, Hospitality, Healthcare, Creative & Media, Legal
Cover Letter Pack	5 sector templates with annotated examples
CV Booster Guide	50 ideas to strengthen your CV
Understanding Pay Guide	Payslips, tax, National Insurance, take-home pay
AI for Students Playbook	Extended prompt library and responsible AI guide
CareerGuide Directory (where available)	A curated collection of programmes, apprenticeships, employers and opportunities for young people.
Understanding The Workplace Guide	Contracts, probation, codes of conduct, disciplinaries, redundancy and dismissal

You don't have to have it all figured out. You just have to start.

Next Resources:
 → [CV Booster Guide](#)
 → [Interview Cheat Sheet](#)

→ [Understanding Pay Guide](#)

careerguide.network