

# Help with Job Applications and CVs

It can be difficult and worrying to work out where to start with a CV or an application as you don't really have a lot of experience or work to put on there so here are some tips to help you with it.

## ▶ CV help

Unifrog has a CV builder: <https://www.unifrog.org/student/cv>

Unifrog also has some great advice on how to ace your CV: <https://www.unifrog.org/student/know-how/keywords/acing-your-cv>

A lot of the job search websites have advice and you can also upload your CV to them in some cases, Reed.co.uk has a lot of information about this as well as some example CVs <https://www.reed.co.uk/career-advice/school-leaver-cv-template/>

## ▶ Application form help

<https://targetcareers.co.uk/careers-advice/applications-and-interviews/42-top-tips-for-filling-in-school-leaver-programme-application-forms>

<https://www.ratemyapprenticeship.co.uk/advice/apprenticeship-application-forms-advice-school-leaver>

<https://www.unifrog.org/student/know-how/keywords/how-to-write-a-speculative-application>

## ▶ Cover letters

Sometimes if you are applying for a job they will ask for a CV and a cover letter or you might want to write a speculative application to a company. Here is some help with all of that:

<https://www.unifrog.org/student/know-how/keywords/how-to-write-a-winning-cover-letter>

<https://www.unifrog.org/student/know-how/keywords/how-to-write-a-speculative-application>

<https://www.reed.co.uk/career-advice/school-leaver-cover-letter-template/><https://www.myworldofwork.co.uk/example-cvs-and-cover-letters-school-leaver>

## ▶ Interview techniques

So your application has been successful but how do you make sure you are confident at your interview? Here is some help with that too:

<https://www.unifrog.org/student/know-how/keywords/how-to-interview-like-a-boss>

<https://targetcareers.co.uk/careers-advice/applications-and-interviews/46-apprenticeship-interview-questions-and-tips>

## ▶ And finally...

...If you're struggling to think about your strengths or to remember activities you have taken in part in over your years at school, remember that Unifrog can help you with that too:

<https://www.unifrog.org/student/activities>

<https://www.unifrog.org/student/competencies>