



## BRITISH EQUESTRIAN YOUNG PROFESSIONALS PROGRAMME 2023-2024

Please return your application form and CV by 31 August 2023 to **Georgie Allen**  
[Georgie.Allen@bef.co.uk](mailto:Georgie.Allen@bef.co.uk)

### How to Download, Complete and Return your Application Form

The editable PDF application form was created on Microsoft Windows and therefore you will need the required software for PDFs.

1. Download the editable PDF document
2. Save the document on your computer and rename it using your full name
3. Complete all required fields by typing into the boxes
4. Remember to save any changes that you make before closing the document

### Guidelines for completing the CV template\*

#### 1. Pay attention to the presentation of your CV

- Put the most relevant information first
- Pay attention to spelling and punctuation
- Retain the suggested font and layout
- Present your skills and competences clearly and logically

#### 2. Be clear and concise

- Use short sentences and concentrate on the relevant aspects of your training and work experience
- Try not to exceed two pages

#### 3. Adapt your CV to make it relevant to the Young Professionals Programme

- Highlight your strengths according to the Young Professionals Programme person specification
- Highlight volunteering activities, placements or apprenticeships

#### 4. Check your CV once you have filled it in

- Print off a copy of your CV, correct any spelling mistakes, and ensure the layout is clear and logical before you submit it
- Delete any spaces you have not used and any guidance text
- Encourage someone else to read your CV so that you are sure the content is clear and easy to understand

**\*A CV application is best supported with a covering letter expressing your interest and highlighting your experience. This is optional.**