



## TOP TIPS WHEN APPLYING FOR AN APPRENTICESHIP

### 1. CHECK ENTRY REQUIREMENTS

- All applicants must be the age of 16 or over to start an apprenticeship.
- If you are not yet 16, you can still register so that we can work with you in preparation for when you are able to begin an apprenticeship.
- Look at the job description so that you understand what the company is looking for.

### 2. RESEARCH THE ROLE AND THE COMPANY YOU ARE APPLYING TO

- Look into the application process for the job role that you are applying for.
- Check if there's a number you could call for an informal chat about the role and don't be afraid to ask questions.
- Look at the company website for information to help you find more information about who you might be going to work for.
- Do you know where the company is? How would you get to work every day? It might be worth checking bus routes at this stage to ensure you can get there comfortably and understand what it might cost.

### 3. TAILOR YOUR CV, COVER LETTER OR APPLICATION FORM TO MATCH THE ROLE YOU ARE APPLYING FOR

- Tie in your experience and hobbies with what you will be doing on the apprenticeship.

### 4. MAKE A LIST OF EXPERIENCE, HOBBIES AND INTERESTS

- Keep them in front of you when you are applying so if you get stuck you can refer back.
- You should always try to match your experiences with the skills the employer is looking for as detailed in their job description.

### 5. Talk about your skills and qualities

- You will need to provide examples to the skills and qualities that you put down, for example if you say you have good communication skills – make sure you have an example to give them of when you have displayed excellent communication skills.
- Think about things you have taken part in at school. If you have been a prefect, on the school council or a captain of a school team you should mention these things as examples. If you use these as an example, always remember to say what skills they have helped you to develop.
- Any voluntary work that you have undertaken - Duke of Edinburgh Award, charity work.
- Also think about your work experience that you might have done in year 10. Not everybody does this now but you might have had some experience in a family member's business. How did this help you to develop?

### 6. CHECKING YOUR CV, COVERING LETTER OR APPLICATION FORM

- Don't just use spell check, make sure you ask someone else to read over it to check, you could ask your tutor, teacher or family member. Remember that your CV and covering letter are the basis of the first impression the employer forms of you.
- Good spelling and grammar are very important and could cost you an interview if they are not correct.

