

# Applying for an Apprenticeship?

## 1. Think about Your Future

Take some time to think about what you'd like to get from your apprenticeship, and what job roles interest you. If you are really passionate about a job, it will show in your interview.

## 2. Update Your CV

Make sure your CV is always kept up to date, and all of your experience and qualifications are included.

## 3. Proofread All of Your Applications

A typo could be the thing holding you back from an interview. Employers are impressed by good spelling and punctuation.

## 4. Dress to Impress

Employers are always impressed when you turn up to your interview looking smart and prepared. First impressions are very important.

## 5. Check Your Social Media

Is there anything on your Facebook page that you wouldn't want an employer to see? Update your privacy settings if necessary.

## 6. Look at Vacancies Regularly

New vacancies are uploaded onto the gov.uk website every day - make sure you don't miss out on your dream apprenticeship!

**Visit [gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship) to get started**

# Make Your CV

## *Stand Out*

### 1. Short and Sweet

Make sure your CV is no more than two sides of A4. Just include the important bits that will impress the employer.

### 2. Be Creative

If you're just leaving school, you might not have any work experience. Think about times you have shown responsibility e.g. babysitting, dog walking, volunteering and include this.

### 3. Hobbies and Interests

Talk about what you enjoy doing, and tailor it to the job you're applying for. If you play football, that shows you can work well in a team.

### 4. Promote Yourself

A good personal statement will make your CV stand out from others. Make sure you include your main strengths, and that these can be linked to the position that you're applying for,

### 5. Check your Contact Details

Does the email address on your CV sound professional? If not, think about getting a new one. Make sure that your mobile number is up to date - you don't want to miss out because the company can't contact you.

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# Top Tips for Apprenticeship Interviews

## 1. Dress to Impress

Employers are always impressed when you turn up to your interview looking smart and prepared. First impressions are very important.

## 2. Turn Up on Time (Or Early!)

This is your first chance to show off your good timekeeping skills to the employer. If you are late for the interview, it won't set a very good example for the future.

## 3. Do Your Research

There will usually be a question about the company, so you need to make sure that you know a bit about what the company does and its values.

## 4. Good Body Language

Make sure you're not fidgeting or looking down at the floor. Talk confidently and make eye contact.

## 5. Ask Good Questions

What do you want to know about the position? You could ask about training and progression, but remember not to ask about money or holidays - this doesn't look professional.

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# What to do When You Secure Your Apprenticeship

## 1. Turn Up on Time

You need to show that you are eager to get to work. Turning up 10 minutes early shows that you are keen to learn, especially on your first day.

## 2. Dress to Impress

You dressed smartly for your interview, now it's time to show that you can always look professional at work. Treat yourself to a new work wardrobe before you start.

## 3. No Mobile Phones

Leave your phone in your bag while you're working. It shows that your full attention is on your job; you can check your social media on your break!

## 4. Ask Questions

The best way to learn is to ask questions and take notes about what you have to do. It also shows the employer that you are interested and keen to learn.

## 5. Keep Emails Professional

Whether you're emailing somebody within your company, or someone external, it is important that you write in a professional manner and avoid using text speak.



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