

5 top tips for your apprenticeship application

Reckon an apprenticeship's for you?
Check our advice on applying...



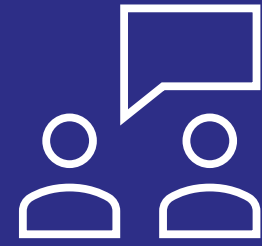


take your time

Give yourself enough time to complete your application. Don't rush it!

- Write, check and submit your application over a few days rather than in one go.
- Have somewhere quiet and free from distractions to work on it.
- Check, double check and triple check! Weed out any spelling or grammar mistakes.
- Ask someone to read through your application – they're likely to spot something you haven't!

give details



To sell yourself, be specific!

- Write about your strengths, what makes you unique and why you're suited to the apprenticeship.
- Give specific examples from your work or study projects. Also think about relevant experiences from your home life and leisure activities.
- Be honest – don't invent or exaggerate.
- Focus on quality before quantity.
- Use up-to-date and professional contact details. Include:
 - Your email. Don't use a novelty address (iliketoparty@gmail.com, for example!)
 - Your telephone number(s). Set up voicemail and check your messages.
 - Links to your LinkedIn profile and any work or portfolio websites. Don't link to your social media accounts.



pick the right apprenticeship for you

Be realistic when looking at options. Do you have the skills and attributes required?

- Use the government's Apprenticeships website – [apprenticeships.gov.uk/](https://www.apprenticeships.gov.uk/) - to research the role and apprenticeship.
- Be honest with yourself and try not to be influenced by others: is this something you want to do?
- Consider how practical it is for you. Are you happy with the hours and the schedule? Are the college and workplace locations easy to get to?

do your research



Research is key to help you confidently answer the application's questions. Well-researched answers show initiative and enthusiasm, and the things you learn will help when it comes to your interview.

- Make sure you understand the company and what it does.
- Look into the study elements of the apprenticeship and the subjects you'll cover.
- Sign up to a careers portal if the company has one and register for news alerts.



get networking

Use LinkedIn to build your network with individuals from the industry. Often 'who you know' can make all the difference in your career.

- Join relevant groups and follow influential figures and companies for more networking opportunities.
- Ask mentors to write a personal reference and display it on your profile.
- Add key skills. People from your network can confirm you have these skills, making your profile even stronger.
- Make sure your contact details are up to date and use professional profile names and pictures.
- Think about what you post on social media, and set appropriate privacy settings. Potential employers often use social platforms to research candidates.
- Create a profile on the government's Apprenticeships website at [apprenticeships.gov.uk/apprentices/get-started](https://www.apprenticeships.gov.uk/apprentices/get-started)

