

★ RATEMYAPPRENTICESHIP

APPLYING TO APPRENTICESHIPS: THE ULTIMATE TOOLKIT

Our toolkit is here to make sure you **slay your apprenticeship applications!**

Flick through to find our **top resources** for facing each application stage. Plus, we share helpful tips from apprentices and expert recruiters throughout.



APPLICATION FORM

The first step to any apprenticeship application is providing your personal details, education and any work experience. You may have to answer questions about your strengths and interests too.

TOP TIPS & TRICKS!

- Read the form **from beginning to end** before you start filling it in
- **Include the required skills** from the job description in your written answers
- **Allow yourself time** to fill in an application form. Most application forms can take between 45 minutes to a couple of hours to fill in
- Write your responses in a separate Microsoft Word or Google Doc. **Spell check your work**, then copy and paste it into the form
- Be honest. If you don't have the skills for the job, it's best not to apply
- **Don't be generic** with your answers. Employers can smell a cliché from a mile away
- Use professional language
- If you don't have any work experience, include any unpaid, voluntary or charity work you've completed
- Save while you work
- Always **review your application** before submitting.

KEY RESOURCES:



CV

CVs are kind of like Tinder profiles. Except they get you interviews - not dates. Match yours up with the job description to get employers to swipe right.

SOME DOS AND DON'TS!

DOS

- Do use a **readable format** with professional looking fonts
- Do check **spelling and grammar**
- Do include all of your paid and unpaid **work experience**
- Do include **interests** and **extra-curriculars** if relevant to the job role
- Do tailor your CV to the job role

DONT'S

- Don't go over **two pages** of A4
- Don't **include a photo** unless it's explicitly requested
- Don't use **colloquial language** or **slang**
- Don't list your experience and education in chronological order (the **most recent** and relevant **should be at the top!**)

YOUR CHECKLIST!

Make sure to include:

Contact details (name, email address, phone number & home address)

Personal profile (100 words or less)

Education

Key skills

Work experience

Relevant hobbies

KEY RESOURCES:



COVER LETTER

This is like your elevator pitch. You have one page to sell why you want the job, and why you're the right person for it. Back yourself up with real examples to show that you have the skills they're looking for.

TOP TIPS & TRICKS!

- Keep the cover letter to **one side** of A4
- Tailor the content to the **specific role** you're applying for
- **Be honest!** (You'll get caught out at a later stage)
- Avoid **buzzwords and cliches**
- Triple-check your **spelling and grammar**
- Address your cover letter to the **name of the person who will read it** (Not sure who that is? Contact the company and ask!)
- End the cover letter by expressing your enthusiasm for **attending an interview**

Avoid writing 'Dear Sir/Madam' or 'To whom it may concern'. If you're unsure who you're writing to, contact the company and ask. It shows initiative!

Explain where you first heard about the company and the role. Employers love to know where you found them.

The reviews on [RateMyApprenticeship.co.uk](https://www.ratemyapprenticeship.co.uk) are a great place to start researching specific companies.

Try and avoid using buzzwords and clichés, such as describing yourself as 'always giving 110%'.

KEY RESOURCES:

Your Name
Address
Telephone Number
Email Address

Date

Dear Name,

Begin by specifying which job you are applying for, and where you found the job.

Then, explain why you are interested in the job. Do some research and relate it to the company's values, their vision or a recent project they have been involved in.

Next, you need to illustrate why you should be considered for the role. Focus on your experience or qualifications, and what skills you can bring to the party.

Thank the reader for considering your application, and mention that you'd love to discuss your application further in an interview.

Yours Sincerely,

Your Name

PSYCHOMETRIC TESTS

These online tests measure your suitability for a job based on your skills, knowledge and personality. Practice makes perfect, so click below for example questions and tips.

TYPES OF PSYCHOMETRIC TESTS

NUMERICAL REASONING - tests simple and complex maths skills, depending on the level of the scheme on offer, and are commonplace for STEM schemes.

ABSTRACT REASONING - the purpose of these tests is to gauge general reasoning abilities and intellect.

VERBAL REASONING - tests your ability to evaluate detailed written information. Grammar and spelling are also under the spotlight.

APTITUDE TESTS - used to measure a candidate's knowledge level in a specific field, so can vary in content.

PERSONALITY TESTS - involves a large number of questions, to analyse motivations, personality type and your fit to a role.

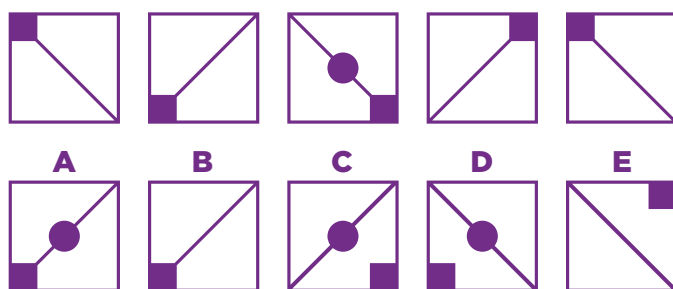
SITUATIONAL JUDGEMENT - tests where you'll be asked the most and least effective response by giving you hypothetical work situations.

ERROR CHECKING - these test how quickly and accurately you can spot errors. They are particularly common for data entry roles.

KEY RESOURCES:

PSYCHOMETRIC TEST EXAMPLES

1 Which shape comes next in the sequence?



2 Find the two statements that together prove that Cindy has brown hair.

- 1: Cindy has curly hair
- 2: Sarah has brown hair
- 3: Sarah is 16 years old
- 4: Cindy's hair is the same colour as Sarah's
- 5: Sarah has straight hair

A: 1 & 2 B: 2 & 4 C: 1 & 5 D: 2 & 3 E: 1 & 4

How did you do? Find out the answers on the last page.

INTERVIEW

You've made it to the face-to-face interview. You're almost there! All you have to do now is showcase your skills in person (via video, phone or IRL).

TOP TIPS & TRICKS!

- Do your **research** on the company
- Come with **questions**
- Go back over your **CV and Cover Letter** beforehand
- Try to **relax**
- Triple read the **job description**, noting all **keywords and skills**
- **Practice** using example interview questions
- Dress to **impress**
- Elaborate on your **answers with specific examples**
- Consider using the STAR technique when answering

KEY RESOURCES:



ASSESSMENT DAY

A day of tasks and activities hosted at the company's office, or online. Expect things like ice-breaker exercises, group projects, presentations and 1-2-1 interviews.

TIPS & TRICKS!

- **Plan your journey** ahead of time
- **Research** the company
- Revise the **job description** before
- Practice **psychometric tests** beforehand
- **Ask questions** on the day
- **Get involved** by chatting the employees and fellow students
- Be a **team player!**
- **Channel** your nerves

KEY RESOURCES:



