

How to Write... an Apprenticeship Application



Head over to

www.gov.uk/apply-apprenticeship

BEFORE YOU START

Collect anything that might help you such as:

- ▶ Your CV
- ▶ Your UCAS Personal Statement
- ▶ Any qualification certificates or predicted grades



Tip Print off a copy of the job description and highlight all of the buzz words they have used such as 'enthusiastic' and 'hardworking' so you can use them in your application!

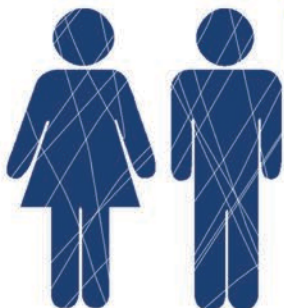
REMEMBER

- Have a genuine interest in the position you are applying for
- Read the job description carefully
- Do your research on the company

Give examples of your strengths and link them to the job description!

E.G.

I have extremely good communication skills. I have given presentations in front of large audiences such as my whole year group in an assembly. Furthermore, I have been working in a shop for the last year on weekends, where I have to deal with a range of customers on a one-to-one basis which allowed me to gain experience communicating with different audiences.



About You

A good couple of sentences or a good paragraph will be fine for this section. **JUST REMEMBER TO LINK IT TO THE JOB!**



If you don't have any relevant work experience, make sure you get some set up - even if it's a couple of hours a week volunteering.



Contact us for more help:

I am an ambitious and focused college leaver who is able to use his own initiative and is comfortable working in a busy office environment. I am a hardworking and dedicated, looking for an admin assistant position within a friendly company (such as XXX) that offers professional development opportunities.

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