



## **You've decided to apply for an apprenticeship, but where to start?**

Job hunting can be daunting, so we've put together some handy tips to get you started. Get a clear idea of what you want.

### **Get a clear idea of what you want.**

- Think about your strengths and weaknesses, the type of environment you'd like to work in, and the kinds of jobs you would enjoy.
- Take some time to research your chosen industry and the roles within it. Whatever industry you're considering, there will be many different career paths available. By exploring these, you can identify a good starting point and get a sense of what your future prospects might look like.
- If possible, speak to family or friends who work in the same industry, they may be able to offer valuable insights into what a career in that field is really like.

### **Where to look?**

There are so many ways to look for a job now

- |                                       |            |
|---------------------------------------|------------|
| • Apprenticeship Specific Board       | Job Boards |
| • PETA Apprenticeship Website         | • Indeed   |
| • Skills England - Government website | • Reed     |

Top Tip: Almost every job board will have a job alert function. By setting up these job alerts, you will be notified via email when a new role that meets your criteria becomes available.





## Prepare your CV

It is your opportunity to sell yourself to potential employers before you meet them.

You will need to ensure that your CV includes the following information:

- Name, contact details and email address
- A personal statement
- Your key skills
- Education qualifications
- Any job, work experience or voluntary roles
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Even if you don't have any work experience, you can still write a great CV that demonstrates your strengths and skills.





## **How to create your perfect CV: Tips and Tricks**

Creating your first CV might feel tricky, but don't worry! Your CV (Curriculum Vitae) is simply a way to show who you are, what you're good at, and why you'd be great for the job or apprenticeship you're applying for.

### **Start with the Basics**

At the top of your CV, include:

- Your full name
- Your phone number
- Your email address (make sure it's professional!)
- Town or area where you live (no need for your full address)

### **Show Your Education**

List your most recent school or college first.

Include:

- The name of your school or college
- The years you attended
- Your subjects and predicted or achieved grades

### **Top Tip:**

Be honest, never make things up!





## **Add Work Experience (if you have any)**

Include any part-time jobs, volunteering, or work experience placements.

List:

- Job title or role
- Where you worked
- Dates
- What you did and what skills you learned

## **Add Your Interests**

Share a bit about what you enjoy doing in your free time – especially hobbies that show good qualities.

Examples:

- Playing a team sport (shows teamwork)
- Volunteering (shows responsibility)
- Art or music (shows creativity)

### **Top Tip:**

**Make It Look Good**

Use clear headings and bullet points

Choose an easy-to-read font like Arial or Calibri

Check spelling and grammar carefully

Keep it up to date.





## **Getting Ready for an Interview**

Interviews can feel scary, but with the right preparation, you can feel confident and ready to shine! Here's a simple guide to help you prepare.

### **Know the Company.**

Before your interview, do a little research:

- Find out what the company does and what it values.
- Learn about the job or apprenticeship you're applying for.
- Think about why you want to work there – employers like to see genuine interest.

### **Practice Common Questions**

Many interviews include similar questions. Practising your answers will help you feel prepared:

- “Tell me about yourself.”
- “Why do you want this job?”
- “What are your strengths and weaknesses?”
- “Give an example of when you worked well in a team.”





## **Dress Smart**

First impressions matter!

- Wear clean, tidy clothes appropriate for the job.
- Smart casual is a safe choice if you're unsure.
- Make sure your shoes are clean and presentable.

## **Bring What You Need**

Being organised shows professionalism:

- Your CV (extra copies, just in case)
- Any certificates or documents the company requested
- A notebook and pen to take notes or write down important information

Top Tip:

- Arrive early – 10–15 minutes before your interview is ideal.
- Smile, make eye contact, and give a firm handshake.
- Remember to relax and be yourself – employers want to see your personality as much as your skills!





## **Be Punctual**

- Aim to arrive 10–15 minutes early, this gives you time to settle in and calm your nerves.
- Plan your route in advance, especially if you're using public transport or driving somewhere new.
- If something unexpected happens and you might be late, call ahead to let them know, it shows maturity and good communication.

## **Body Language Matters**

- Smile and make eye contact, it shows confidence and friendliness.
- Give a firm (but not crushing!) handshake to make a positive first impression.
- Sit up straight and avoid slouching; it helps you appear engaged and interested.
- Nod and listen actively to show you're paying attention.

## **Ask Questions**

Think of 1–2 questions to ask about the job or company.

Example: “What would a typical day look like?”

Top Tip:

Relax and be yourself! Employers want to see your personality and enthusiasm as much as your skills.





## **If You Aren't Successful**

Not getting the job or apprenticeship you applied for can feel disappointing, but it's also a chance to learn and improve.

## **Don't Take It Personally**

Remember: employers have to choose one candidate, and it doesn't mean you aren't talented or capable.

- Many successful people didn't get their first job or apprenticeship.
- Every rejection is just a step toward the right opportunity.

## **Reflect on Your Application**

Take a moment to think about your experience:

- Review your CV and cover letter, is there anything you could improve?
- Consider your interview performance, what went well and what could be better next time?
- Feedback from friends, teachers, or mentors can help you spot areas to strengthen.

## **Keep Applying**

Don't give up! There are always new opportunities out there.

- Use what you learned from each application to make your next one stronger.
- Every experience helps you build confidence, skills, and resilience





### **Stay Positive**

Rejection can feel discouraging, but every “no” brings you closer to a “yes.”

- Keep practising, learning, and applying.
- Remember: success often comes after persistence and resilience.

### **Build Your Skills**

Use this time to gain experience and grow your abilities:

- Consider volunteering, online courses, or part-time work to build practical skills.
- Get involved in clubs, sports teams, school projects, or community activities, these all demonstrate valuable skills like teamwork, leadership, and responsibility.
- Every skill you gain makes your next application stronger.

### **Ask for Feedback**

Feedback is a powerful tool for improvement:

- Politely ask the employer if they can provide feedback on your application or interview.
- Use this advice to identify areas to improve and increase your chances next time.

Remember:

Not getting a role is normal and happens to everyone.  
Treat it as a learning opportunity and keep improving  
your skills, experience, and confidence

