

HOW TO WRITE AN APPLICATION

If you're interested in an apprenticeship, or got your eyes on a part-time job, have a go at these tasks. Alternatively, if you're interested in working in a particular industry, these tasks can provide a good opportunity to learn more about it. It's good practice for future applications!

1. Research the company

- Check out their website (often they will have an 'About' section), social media and any news on the company.
- Make sure you understand what they do.

What did you find out?

1.

2.

3.

2. Get all your information together

- Personal details (phone number etc.), qualification details, CV etc.

3. Read through the form

- Read through any instructions for how to fill out the form.
- For online applications, check if there's a time out – will you be logged out automatically after a certain time and can you save as you go?

4. Read the job description

- This part is really important – pick out the skills and qualities that are mentioned in the apprenticeship /job description.
- What skills and qualities do you have that match? What examples could you give?
- Think about what you do at school /college, e.g. Maths – a job might not want to know that you're especially good at algebra. However, you may have a transferable skill - 'Problem Solving' - that you have demonstrated through maths.
- Think about any extracurricular activities you've been a part of, what were they and what might you have gained from them?

EXAMPLE

Customer Service Assistant – Job description:

We're interested in hard working people, who can work flexibly as part of a team, to deliver great customer service every time. Although retail experience is desirable, it's not essential as we'll make sure you know everything you need to do a great job.

What skills are they looking for in this description? When have you used them?

Skill:

Example of a time you used this skill:

Skill:

Example of a time you used this skill:

Skill:

Example of a time you used this skill:

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5. Practice

- Write your answers out in a Word document – this allows you to edit and improve, and also easily save what you've done!
- You can copy and paste your answers on to the application/website form.
- You can use this Word document with your answers to help with interview preparation.

For more information and advice:

If you have any questions, click the **'Chat to us'** button below and chat with a member of our team (about this workbook, making applications generally, or anything to do with university and your next steps).

UCAS - Applying for an apprenticeship:
<https://www.ucas.com/further-education/apprenticeships-and-traineeships/applying-apprenticeship>

Prospects – Write a successful job application
<https://www.prospects.ac.uk/careers-advice/applying-for-jobs/write-a-successful-job-application>

Barclays Life Skills - Tips for writing a great application:
<https://barclayslifeskills.com/i-want-help-applying-for-jobs/sixth-form/5-tips-for-writing-a-great-job-application>

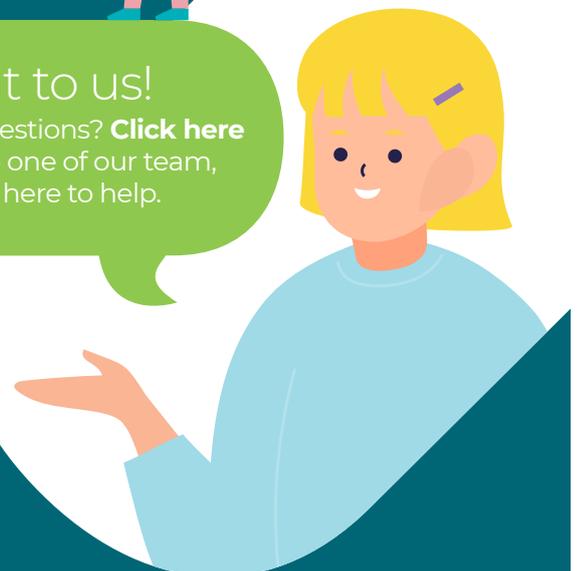
Top Tips

- **Proofread!** Check over your spelling and punctuation (writing in a Word document can help with this).
- **Ask someone else** – a teacher, adviser or parent to check over your application.
- **Save everything you are working on**, whether that's an online form, or a Word document where you're typing up answers.
- **Save a copy of your application form**, or the text you enter on a web form – you'll be able to tailor it for the next application or interview you have to complete.
- **Be positive** – focus on your strengths!



Chat to us!

Got questions? **Click here** chat to one of our team, we are here to help.



Contact us

You can contact us by email admin@shaping-futures.info or www.shaping-futures.org.uk