

HOW TO WRITE AN APPRENTICESHIP APPLICATION



HEAD OVER TO [WWW.GOV.UK/APPLY-APPRENTICESHIP](https://www.gov.uk/apply-apprenticeship)

BEFORE YOU START

COLLECT ANYTHING THAT MIGHT HELP YOU SUCH AS

- Your CV
- Any qualification certificates or predicted grades
- Work or voluntary roles

REMEMBER

- Read the job description carefully
- Do your research on the company
- Have a genuine interest in the position you are applying for
- Think about location and how you'll get to/from work

TIPS

Print off a copy of the job description and highlight all of the key words they have used so you can use them in your application!

Ensure you show you have met entry criteria or are predicted to!

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!

"I would like to improve my knowledge and awareness of the latest programming techniques being used in the workplace to increase efficiency and decrease costs to the employer"

(For an IT application)

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: businesspartnerships@yorkcollege.ac.uk or 01904 770368 (option 1)



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