



St. Crispin's Sixth Form

Apprenticeships Information and Guidance





Apprenticeships Information and Guidance Booklet

Please click on a link below to take you directly to the page of information you require. We highly recommend you read the entire booklet to gain an overview of the entire process.

- **Introduction**
- **How To Make A Winning Application**
- **Writing a CV**
- **Recording a CV on Unifrog**
- **How to Write a Cover Letter**
- **Invited for Interview?**
- **Interview Dress Code**
- **Writing to Request Work Experience**

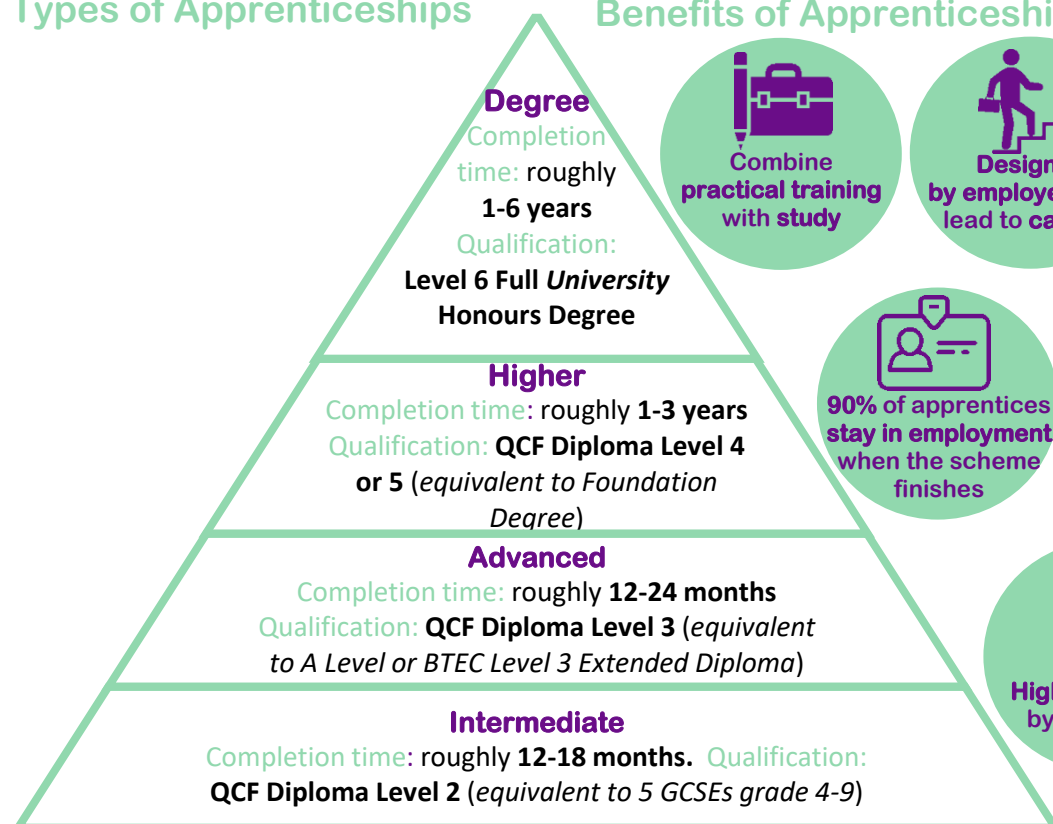


Introduction to Apprenticeships

Types of Apprenticeships

Benefits of Apprenticeships

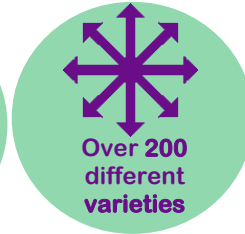
What Are Apprenticeships?



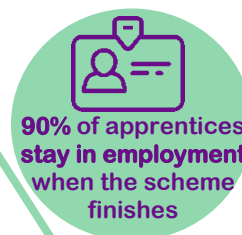
Combine practical training with study



Designed by employers and lead to careers



Over 200 different varieties



90% of apprentices stay in employment when the scheme finishes



Receive a wage and have employment rights



Highly regarded by employers

Research

Search for apprenticeships using:



Apprenticeships

UCAS

unifrog

adviza
BRIGHTER FUTURES

Attend National Apprenticeship Service Careers Events and other events/ fairs hosted by employers.

Contact companies directly to find out more information about what they are looking for and whether the role is suited for you. Seek out possible WEX opportunities to enrich your CV.

Each apprenticeship will have different entry requirements:

- check these carefully;
- consider whether starting at a lower level and progressing upwards would work for you.

All St. Crispin's students intending to apply to an apprenticeship must have signed up to gov.uk, completed a CV and written a cover letter (ready to adapt for each application) by 4th November 2024.

Apply

There is **no one set time** when all apprenticeship applications open/close so keep researching*

For each job, simply **register** on the relevant website and **follow the instructions** to apply.

You provide:
☒ Personal details
☒ Qualifications
☒ Employment/ WEX details
☒ Written evidence of key skills**

**Prepare written paragraphs evidencing key skills which you can edit to match each application.

*It is likely that for jobs beginning in July – September, applications will start opening from April/ May onwards.

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How to Write a Winning Application

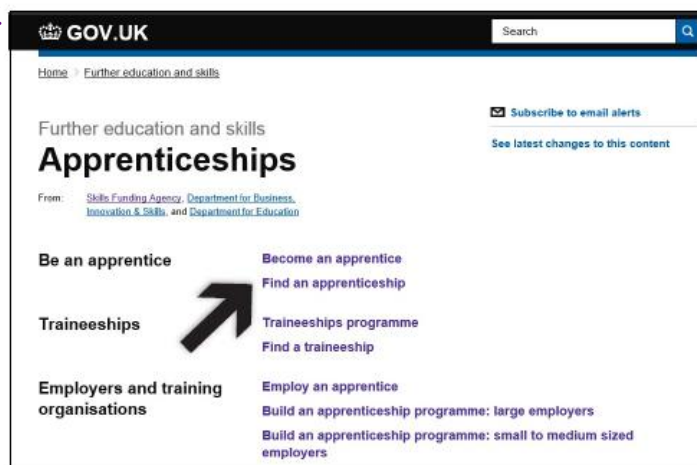
by the National Apprenticeship Service

Register and Activate Your Account

Registering on the Find an apprenticeship service is completely free of charge.

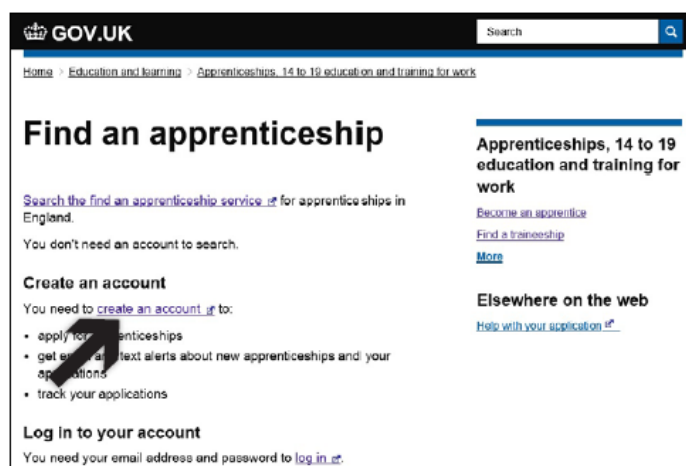
To start your search you need to visit the website www.gov.uk/further-education-skills/apprenticeships

From the home page you can find out lots of useful information about apprenticeships. Click on 'Find an apprenticeship' as shown below. www.gov.uk/apply-apprenticeship



You need to click on the link 'create account' www.findapprenticeship.service.gov.uk/register

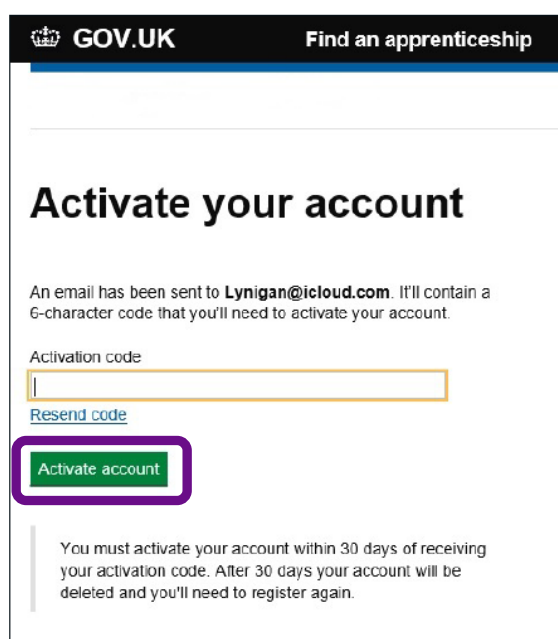
Please use your personal email accounts as you may need to access this account once your school email account has been closed when you finish Year 13.



Remember that you need to **activate your account**.

You will need to go into your email account (that you used in your registration form) and you will have an email waiting for you. You need to enter a 6-character code from the email to **activate** your account.

You may need to check your junk mail folder as sometimes the activation email may be filtered to this folder instead of your inbox.





Start Searching!

You are now ready to log in to your account and **start searching**.

Once your account is activated and you have logged on, you will see a search box and your account options on the top right of the screen.

To start searching for vacancies, enter a key word (such as job role, occupation type) and your location, you can increase the radius. Select the apprenticeship level and click search.

Sign in

Sign in or [create an account](#).

Email address

Password

[I can't access my account](#)

Sign in

Find an apprenticeship

John Brown [Sign out](#)
[My applications](#) [Settings](#)

Find an apprenticeship

Search and apply for an apprenticeship in England

Search [Browse](#) [Saved searches](#)

Keywords (optional)
Can include job title, employer or reference number
All

Your location
Enter postcode, town or city or [use current location](#)

Within Apprenticeship level
All levels

Search

Help

[How to search for an apprenticeship](#)
(interactive walkthrough)

0800 015 0400
[Contact us](#)

[About apprenticeships](#)
[Find a traineeship](#)



Tip!

If you are looking for inspiration try a postcode or location search to see what is in the area.



If you click on the **Browse** tab you can also search by sector categories. When searching by category, select the broad area of work in which you are interested in and then, if you wish, you can narrow it down to the job role by clicking on the green browse button. This will bring up the category list along with the number of **sub-categories** within that area of work. For example, in Business Administration and Law, job roles include Accounting, Sales and Telesales and Marketing. Don't forget to **Update results** when selecting specific job roles.

When you see the search results, this will include the vacancy title, the employers name, a short description about the vacancy including the closing date and a map showing you where the vacancy is and the distance it is from your selected location.

Search results
We've found **3** apprenticeships in your selected area.
[Receive alerts for this search](#)

Edit search
☐ Agriculture, Horticulture and Animal Care (2)
☒ Arts, Media and Publishing (3)
 ▼ 19 sub-categories
 ☐ Advertising & Marketing Communications (1)
 ☐ Automotive Clay Modelling (0)
 ☐ Broadcast Production (0)
 ☐ Broadcasting Technology (0)
 ☐ Community Arts (0)
 ☐ Costume and Wardrobe (0)
 ☐ Craft and Technical Roles in Film and Television (0)
 ☐ Creative and Digital Media (2)
 ☐ Cultural and Heritage Venue operations (0)
 ☐ Design (0)
 ☐ Digital Learning Design (0)
 ☐ Interactive Design and Development (0)
 ☐ Journalism (0)
 ☐ Live Events and Promotion
☐ Business, Administration and Law (77)
☐ Construction, Planning and the Built Environment (6)
☐ Education and Training (0)

[More/less detail](#) **Sort results** Distance ▼

Marketing Apprentice
London [Open map](#)

Digital Marketing Apprentice
London [Open map](#)

Creative and Digital Media Apprentice
Bromley [Open map](#)



Tip!

Check **Find an Apprenticeship** regularly as new vacancies are posted daily. This will give you the best chance of being one of the first applicants and prevent you from missing out on a great opportunity before the closing date.

Apply

When you're ready to apply for a vacancy, click onto **Apply for apprenticeship**, this will take you to the application form for the vacancy selected.

Apply for apprenticeship

You will see 'your details' are automatically entered, check these are correct and if not update these in Settings. Then you will need to add (where employers have asked for more information):

- Your education details
- Qualifications
- Work experience details
- Three about you questions
- Two additional questions

When you have completed all sections you can then click on **Preview and Submit or Save draft** at the bottom of the page.

Preview and submit



Tip!

Before you start, make sure you have to hand anything that might help you such as your:

- CV
- UCAS Personal Statement
- Any practice application forms you have completed
- Certificates of achievements

Remember to click save draft if you are not completing all of the application form at once. You can return to it later by going into 'My Application' on the top right when you are ready.

Education

The second section of your application form asks you to input the last school or college that you attended.

Education

Name of most recent school or college

Years attended

Started

Finished

Qualifications

The qualifications section enables you to enter all of the qualifications that you hold or are currently undertaking. Remember to save each qualification. If you've done an EPQ remember to include this.

Qualifications

Do you have any qualifications?

If you don't know your results yet, enter your predicted grades. These are grades your teacher expects you to get.

☒ Yes ☐ No

Type of qualification

Select from list

Year

Subject

Grade

☐ Predicted?

Save this qualification

Work Experience

This section enables you to enter all of your work experience, whether this is paid or unpaid work. When you start typing in the box that says 'main duties' you will notice that a character count will appear underneath the box. You have 200 characters to describe the main duties that you completed. If you can't remember the exact dates then you can select the approximate dates.

Work experience

Do you have any work experience?

Please include any work, whether paid or voluntary

☒ Yes ☐ No

Employer

Job title

Main duties

200

Started

Month

Year

Finished

Month

Year

☐ Current

Save this work experience



Tip!

Practice writing your statement in a word document first, then you can cut and paste it into the box when you are happy with how it reads:

- Remember to check the spelling and punctuation
- Make sure you focus on tasks that you undertook that might be relevant to the types of jobs that you are applying for in the future.



About You – What are your strengths?



Tip!

Remember to give examples of your strengths if you can. For example, if the employer asks for 'Good communication skills' then you need to tell them that you have 'Good communication skills' but also think about how you could back this up with evidence of these skills.

This section is one of the most important parts of the Application Form that will help you to get through to interview. **It is important to spend time and effort on this section of the application.**

For example, you could say something like this:

'I believe that I have extremely good communication skills. I have given presentations in front of large audiences in whole year assemblies and I have also talked in front of groups in the classroom. As a 6th form Ambassador, I have been involved in open evenings where I have spoken to groups of parents and prospective students about my experience of the Sixth Form. I also have excellent written communication skills and I am confident speaking on the telephone'.



About you

[Help with this section](#)

What are your main strengths?

Please provide examples of when you've demonstrated your strengths

What skills would you like to improve during this apprenticeship?

Think of what your main duties would be and whether there are skills you'd like to develop

What are your hobbies and interests?

Remember to include any personal achievements

Is there anything we can do to support your interview?

For example, do you need a signer, information in braille.

☐ Yes ☒ No

Tip!

If you are not sure about what to write about yourself, ask a friend or teacher to list your three best qualities.

Or you could say something like this: 'I feel that I have very good communication skills. As a keen team member of a local football team, it is crucial that we communicate constantly when on the pitch to ensure that everyone can work together to win the game. I have been praised by the team captain for the way that I communicate effectively on the pitch, saying that I am calm, motivational and fair'.

Finding and using 'buzz words'

The job advert needs to be the starting point for your 'strengths' section. By reading it carefully, you can start to identify the skills and attributes that the employer is looking for. The first place to look for the 'buzz words' is in the apprenticeship summary within the job advert. This section will contain information about the kinds of tasks that you would be expected to complete. Have a look through the job advert and either print off and circle all of the buzz words or write them all down so you have a checklist of the kind of words you could try and include in the 'About You' Section of the application form.

Apprenticeship summary

Weekly wage
£150.00

Working week
8:15am to 5:45pm (37.5 hours over 5 days)

Apprenticeship duration
24 months

Possible start date
25 May 2015

Date posted

Apprenticeship level
Intermediate Level Apprenticeship

Reference number
VAC000622114

At MTR you will work as the office administrator dealing with all customer queries either via telephone or face to face as well as writing reports and attending client meetings. This is a fun office based environment where no two days will ever be the same with your wide varied job role. If you are energetic, organised and confident then apply now for this role and kick start your career with MTR! Below are some of the roles you will carry out:

- Working on the reception area of the office
- Meeting and greeting visitors who enter the office
- Writing up reports
- Attending client meetings if and when required
- Answering internal and external telephone calls
- Processing and dealing with all queries from clients
- Researching on the internet
- Using the internal diary and computer system
- Sending and receiving emails and letters to clients
- Scanning, printing and photocopying documents
- Storing and retrieving of information
- Organising, inputting and reporting data on to the company system
- Filing away and maintaining internal documents
- Continuously providing excellent customer service



The second place to look for 'buzz words' is the sections at the bottom of the job advert that are titled Requirements and Prospects and Other information. Remember to try and include examples of your skills and personal qualities in your application.

Requirements and prospects

Desired skills

We are looking for applications from individuals who have the following skills:

- You need to be confident and have the ability to work independently without the need for close supervision.
- Communication skills are vital in this role; successful applicants will be well spoken with a clear and professional telephone manner.
- You must have good time management skills; you must be a punctual person and be on time for work and any meetings.

Qualifications required

No formal qualifications required.

Future prospects

Full time position for the right apprentice.

Things to consider

Can you travel there? Please check links below

<http://www.traveline.info/> Or www.transportdirect.info

- This role involves liaising with both internal and external customers; you must be confident when dealing with people at all levels.
- This role may involve unsociable hours – you must have a flexible approach to your work.
- Travel costs will be incurred to get to work, and to access the training.
- You must have a customer focused approach whilst handling a large volume of queries.

Tips!

- If the employer is asking for GCSE grades 9-5 and you did not achieve these grades, it could still be worth applying for the job. You would need to say that you were willing to work towards achieving Functional Skills within the duration of the apprenticeship framework.
- Remember to print off or save a copy of the job advert as you will need it to prepare if you are invited for interview.



About you – What skills would you like to improve during this apprenticeship?

You only need to write a good paragraph of a few sentences that answer the question, but in a clever way and linked directly to the job that you are applying for. For example, if you were going for a job in the IT Industry you could say something like this:

'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'

Or if you were going for a job in hairdressing you could say something like this:

'I would like to improve my knowledge of the latest cutting and colouring techniques being used within the fashion industry and how these could be adapted to suit high street fashion trends'

About you – What are your hobbies and interests?

Be careful about what you write in this section. You need to remember that the employer will use this section (and all of the application form) to start to create an impression of the kind of person that you are. It is quite likely that if you are invited for interview, that the employer will use this section to help to 'break-the-ice' and make you feel more comfortable in your interview. They might start by asking you something like 'So (your name), I notice from your application form that you are interested in films. What was the last film that you saw and what did you like about it?'

About you

[Help with this section](#)

What are your main strengths?

Please provide examples of when you've demonstrated your strengths

What skills would you like to improve during this apprenticeship?

Think of what your main duties would be and whether there are skills you'd like to develop

What are your hobbies and interests?

Remember to include any personal achievements

Is there anything we can do to support your interview?

For example, do you need a signer, information in braille.

☐ Yes ☒ No

About you

[Help with this section](#)

What are your main strengths?

Please provide examples of when you've demonstrated your strengths

What skills would you like to improve during this apprenticeship?

Think of what your main duties would be and whether there are skills you'd like to develop

What are your hobbies and interests?

Remember to include any personal achievements

Is there anything we can do to support your interview?

For example, do you need a signer, information in braille.

☐ Yes ☒ No



Tips!

- If you have an interesting or unique hobby/interest then include it in this section, but be careful about over-embellishing or 'making up' a hobby as you don't want to be caught out if you are asked about it at interview.
- Try to include hobbies or interests that are current, telling the employer that you were in the Brownies when you were 8 years old is not very relevant.

Remember to think about what you write and what it says about you. For example:

Your hobby or interest	What it might make an employer think about you
I like talking to friends on WhatsApp	'I wonder if I would need to keep an eye on this person in case they use work time to talk to friends'.
I like to spend time on Instagram/TikTok	'Oh good, they've got a Instagram/TikTok account – I can have a look and see what they're like'.
I like playing football and keeping fit and healthy	'They obviously like to keep fit and healthy, I hope that means they will take less time off sick through ill-health and be a more reliable employee'.
I like going out and socialising	'This person likes to party. They'll probably phone in sick every Monday'.

About you – Is there anything we can do to support your interview?

Even if you do not require any support at interview, you should never leave this box blank. It is acceptable to write 'No thank you' or 'Not applicable' but never leave this (or any other box) blank on the application form. This is because the employer will not know if you have chosen not to answer or if you have accidentally missed it. This rule applies to every different type of job application that you may find yourself completing – not just apprenticeships.

Additional Employer Questions

With every job application that uses 'Find an apprenticeship' form, the employer is only allowed to change one thing the rest of the form has to stay the same. The only thing that they may change is to ask you two questions that are relevant to their job application. They will be displayed at the bottom of the application form and will look something like this:

You do need to answer these questions and you need to think about the job advert, the employer and what you can tell them that might make you stand out from other applicants. You should research their company through the internet so that you can tell them something interesting about your future career plans in that industry.

Other typical 'Employer' questions that you might see could include:

- Why do you feel you are a suitable candidate for this role?
- Why are you interested in completing an apprenticeship?
- Where do you see yourself in 5 years time?
- What experience of dealing with customers do you have?
- What qualities do you think are important in this job role?
- What do you think makes the difference between a good customer experience and an excellent one?

Additional questions

What attracted you to this role?

What skills, attributes and experience do you have that make you good for this role?

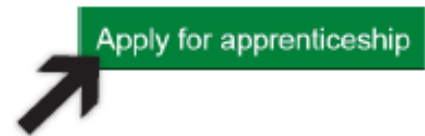
Preview and submit

[Save draft](#)



How to apply

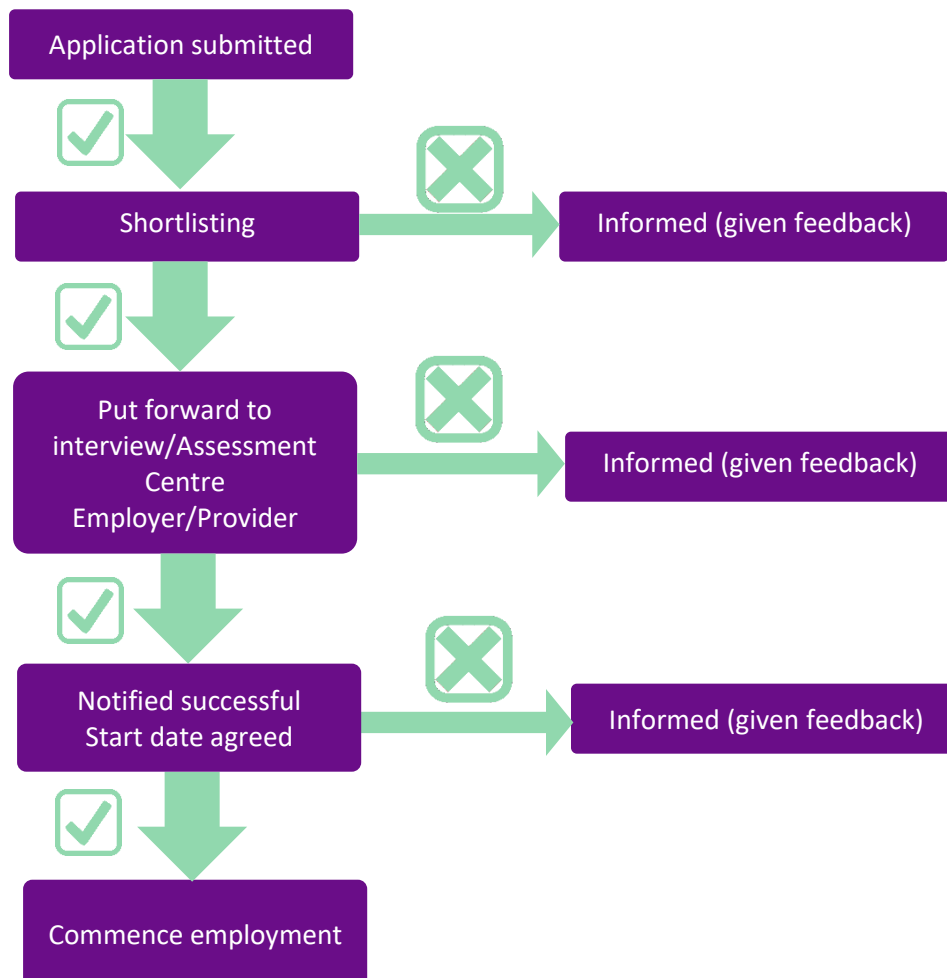
When you find an apprenticeship job advert that you want to apply for, you need to go to the bottom of the job advert and click on **Apply for apprenticeship** at the top right of the advert or at the bottom of the advert. At this point some adverts may direct you to the employers website to apply using their own system. This is likely to be very different to the application form that this guide has explained, although all of the advice that we have given you should also help you when completing other applications. If the employer is using the Find an apprenticeship service then you will be asked to complete the application form as described in the earlier steps.



Tips!

- Remember to update and change your application form so that it is relevant to the job that you are applying for.
- Make sure you double check that all your answers are relevant to the current application.

What happens next?





Writing a CV

Some applications may require you to send a CV in addition to completing an application form. Watch this [Guardian Jobs Video](#) on tips to writing a CV or try this handy [guide to writing a CV for apprenticeships](#).

Example CV:

Forename Middle Name Surname

Location: Wokingham, Berkshire

Phone: 01234 567890 Email: name@example.com

Personal Profile

I am currently in my final year of A Levels and looking to progress into... I pride myself on... As a result of working as a reading mentor for Year 7 students, I... I am looking to secure a role in a highly respected company where I can further develop my skills set.

Work Experience

September 2022 – June 2023

Sales Assistant, Waitrose, Berkshire

- Performing stock-checks, communicating with customers, managing a till point
- Promoted to team leader

Education

St. Crispin's School, September 2013 – present

A Level Maths – Predicted Grade B

GCSE English – B

Skills

- Competent with Microsoft Office including PowerPoint, Word and Excel
- Good social media skills (*media studies*)

Interests

I have coached a local youth gymnastics team for two years; leading and motivating others is thoroughly motivating and my communication skills improved as a result.

How to write a CV:

Begin with your **full name, location, mobile number and email address**.

Do not put a CV title.

Do not include DOB or a photograph unless you're applying for an acting or modelling job.



The **profile**: a concise statement which highlights your key attributes or reasons for deciding to work in a particular field. 100- 200 words max.



List **WEX** in reverse chronological order (most recent at the top). Include dates of employment, the employer, location, job title and bullet point your key responsibilities, skills and achievements.



List **education** in reverse chronological order. Include institution name, dates and list qualifications.



List additional **skills** (IT/ languages/ training)



Include wider **interests** if you have space and keep it professional.

You do not need to refer to references.

Remember:

No longer than
two sides of A4

Use
professional
fonts such as
Arial/ Calibri,
size 10-12

Use clear
spacing,
headings and
bullet points

Remain
truthful

Only refer to
WEX/ skills/
interests which
are relevant to
the job

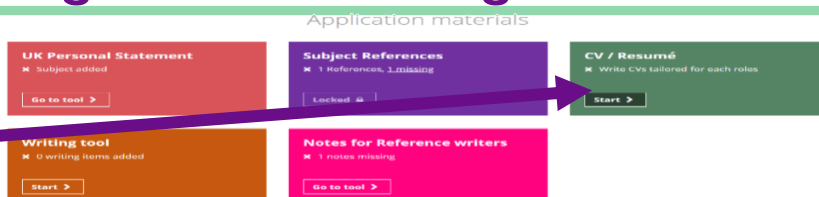
Proof-read
before
submitting

Regularly
review your CV
and any new
skills/
experience.

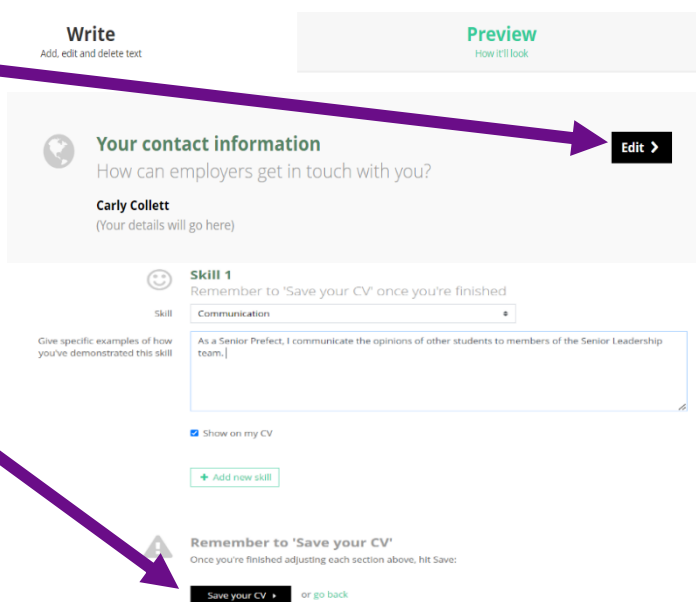


Recording a CV on Unifrog

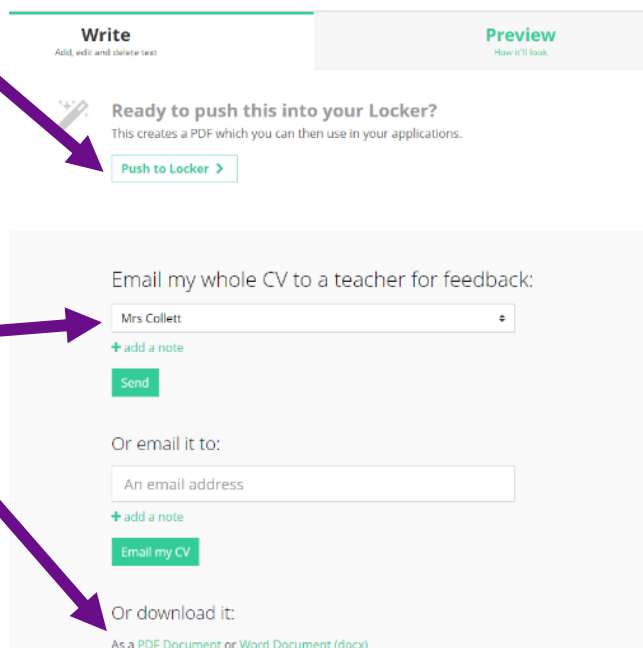
- Scroll down to the 'Application Materials' section.
- Select 'CV/ Resume'.



- Select 'Edit' for each of the seven sections and type the information directly into the box provided.
- Take the time to read through the prompts provided in each section which explain what to include and also include examples.
- Whenever you add anything to each section, ensure you select 'Save to CV'.



- Once you have completed each draft, you should select 'Push to Locker' and have your work saved in your locker of documents.
- When meeting with staff, they can access your CV in your locker and offer feedback.
- You can also download your final version straight from your locker and attach it to online apprenticeship applications or print it.
- You have the option to email your CV to staff/ family. Please only do this having already agreed a request for feedback via email.
- You have the option to download your CV here to attach to applications/ print.





How to Write a Cover Letter

What is a cover letter?

A document you send along with your CV as a 'front cover' to the document.

How is it different to a CV?

Each letter is written specifically for the job you are applying for.

Should I include one?

Yes, unless instructed otherwise.

Why is it important?

It is the easiest way for you to stand out from the crowd.

Do include

Strong opening statement
Be succinct
Brief examples that demonstrate key skills for the job.

What format should I use?

Check the job description for details on how to send it. If it's via email, save it as a PDF file with the file name as: Covering Letter for Application for [Job Title] – [Your Name]



Should be a maximum of 1 x A4 side long



Use professional fonts such as **Arial/ Calibri** 10-12



Research is essential. Find out about the:

- ☐ the **company** and its **aims**;
- ☐ the **role**;
- ☐ **trends/ news** which are relevant to the field.

Build on this research by explaining how your experiences and skills are suited to the role

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Invited for Interview?



Use this checklist to help prepare for your next interview and make a positive first impression.

Prior to submitting an application:

- ☐ Ensure your voicemail message on your mobile phone is appropriate.
- ☐ Make sure you email address is sensible and will represent you in a mature way.
- ☐ Spell and grammar check your CV, ensure it is up to date.

Prior to submitting an application:

- ☐ Research the organisation and job that you are applying for.
- ☐ Prepare at least 2 or 3 questions that show an interest in the job and organisation.
- ☐ Work out how to get to the interview and how long the journey will take – allow enough time to arrive at least 15 minutes early
- ☐ Prepare answers to some typical interview questions e.g. 'why do you want this job?'
- ☐ Prepare examples of when you have used skills relevant to the job

Appearance:

- | | |
|---|--|
| <input type="checkbox"/> Take a bath or shower prior to interview | <input type="checkbox"/> Wear conservative makeup, accessories and jewellery |
| <input type="checkbox"/> Wear clean and ironed clothing | <input type="checkbox"/> Brush your teeth |
| <input type="checkbox"/> Wear appropriate clothing and footwear | <input type="checkbox"/> Wear subtle perfume/aftershave |
| <input type="checkbox"/> Wear matching socks | <input type="checkbox"/> Cover tattoos with long sleeves |
| <input type="checkbox"/> Polish/clean your shoes | <input type="checkbox"/> Remove facial piercings (one set of small earrings is fine) |
| <input type="checkbox"/> Make sure your hands and nails are clean | <input type="checkbox"/> Remove chewing gum prior to interview |

Body Language:

- | | |
|--|---|
| <input type="checkbox"/> Shake hands firmly | <input type="checkbox"/> Make eye contact but avoid staring |
| <input type="checkbox"/> Smile | <input type="checkbox"/> Be attentive, nod or take notes |
| <input type="checkbox"/> Sit when you are offered a seat | <input type="checkbox"/> Avoid negative behaviour (yawning, arm crossing etc) |
| <input type="checkbox"/> Use good posture, sit up straight | <input type="checkbox"/> Be composed (no fidgeting) |

Responsiveness:

- | | |
|--|--|
| <input type="checkbox"/> Take a copy of your CV application form and job advert with you | <input type="checkbox"/> Speak clearly, using proper grammar, avoid slang and swear words. |
| <input type="checkbox"/> Switch off your phone | <input type="checkbox"/> Answer questions clearly and concisely |
| <input type="checkbox"/> Be on time (even better – be early) | <input type="checkbox"/> Show enthusiasm but be polite (don't interrupt the interview) |
| <input type="checkbox"/> Refer to job description/advert when answering questions | <input type="checkbox"/> Focus on your strengths |



Attitude:

- | | |
|--|---|
| <input type="checkbox"/> Be respectful | <input type="checkbox"/> Be knowledgeable about the company |
| <input type="checkbox"/> Be positive | <input type="checkbox"/> Use the interviewer's name |
| <input type="checkbox"/> Be attentive | <input type="checkbox"/> Be professional and mature |

Closing the interview:

- | | |
|---|---|
| <input type="checkbox"/> Ask your prepared questions | <input type="checkbox"/> Emphasise your interest in the job |
| <input type="checkbox"/> Stand and shake hands | <input type="checkbox"/> Ask when a decision will be made |
| <input type="checkbox"/> Thank the interviewer for their time | |

Language to use during applications and interviews

"I am....."

- | | |
|------------------------|-------------------|
| • Skilled at... | • Excellent at... |
| • A skilful... | • Able to... |
| • Competent in... | • Very good at... |
| • Extremely good at... | • Talented at... |
| • Familiar with... | • Qualified to... |

Qualities and characteristics

Employers are looking for various qualities and characteristics in a potential employee. Use the following list of words to help you when describing yourself, whether in an application or at interview:

- | | | | |
|-----------------------|---------------------|-------------------------|---------------|
| • Able | • Decisive | • Hardworking | • Patient |
| • Accurate | • Dedicated | • Helpful | • Perceptive |
| • Adaptable | • Dependable | • Highly motivated | • Persistent |
| • Alert | • Desire to succeed | • Honest | • Polite |
| • Ambitious | • Determined | • Imaginative | • Positive |
| • Analytical | • Diplomatic | • Impressive | • Practical |
| • Articulate | • Diverse | • Insightful | • Pro active |
| • Assertive | • Drive | • Inter personal skills | • Punctual |
| • Astute | • Dynamic | • Independent | • Rational |
| • Bright | • Educated | • Innovative | • Reliable |
| • Capable | • Effective | • Initiative | • Resourceful |
| • Calm | • Efficient | • Intelligent | • Responsible |
| • Confident | • Energetic | • Intuitive | • Supportive |
| • Committed | • Enjoy a challenge | • Keen | • Tactful |
| • Common sense | • Enthusiastic | • Knowledgeable | • Team player |
| • Competent | • Fast learner | • Leadership skills | • Tenacious |
| • Computer literate | • Fast worker | • Loyal | • Thorough |
| • Consistent | • Flexible | • Mature | • Trustworthy |
| • Cooperative | • Focused | • Methodical | • Versatile |
| • Cope under pressure | • Friendly | • Objective | • Willing |
| • Creative | • Good | • Organised | |

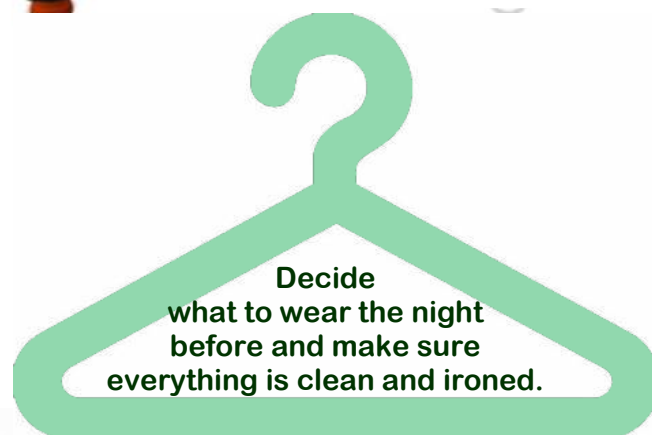


Interview Dress Code

How to dress for a job interview



How To Prepare





Writing to Request Work Experience

Structuring the Email

Dear Mr Smith

I am writing to request an opportunity to meet with one of your employees to discuss the role of [*job title*], or even to shadow an employee during their day. Of course, I am more than happy to help out with any duties as required. As a Year 13 student, I am enthusiastic to build upon the strengths I have developed throughout my studies in order that I can be a successful [*insert job role*] in the future.

With your reputation as [*e.g. the UK's most reliable computing company*], it would be a privilege to gain experience in your research team. I am hardworking and motivated with an ambition to develop [*e.g. the use of the cloud in healthcare*] in my future career.

Thank you so much for your time and consideration in reading this email. I have attached a copy of my CV for your information but please do let me know if you require any additional details. I look forward to hearing from you.

Kind Regards
[*Your Name*]
Year 13 Student, St. Crispin's School

Address directly to the manager/ HR representative listed on the website. If you can't see a name, you could call the company. If you still can't find out start with 'To Whom It May Concern'.

Your opening paragraph should introduce yourself and explain why you're writing the email.

Show your knowledge of the company explaining why you want to visit them specifically and what you hope to gain from the experience. Show qualities they can expect from you and why you will fit in with the company culture and core values.

End your email politely. Attach supporting information such as a CV (*which they may not read but will show your commitment and professionalism*) and make it clear what you would like to happen next.

Sign off with both your first name and surname, your year and your school. You may even add your LinkedIn profile handle – avoid any other social media platform handles!

Before you hit 'send':

- ✓ Have a family member/ tutor/ Sixth Form team proof-read your email.
- ✓ Send during working hours.