Apprenticeship Application Tips

- Check apprenticeship websites **regularly** and sign up for email alerts. This will help you avoid missing opportunities before applications close

- **Where to look**: gov.uk/apply-apprenticeship; ucas.com/degree-apprenticeships; notgoingtouni.co.uk … Check websites of companies you're interested in, too

- Use a **sensible** email address! Inappropriate addresses may put employers off

- When describing past employment/work experience, focus on knowledge and achievements **relevant** to the job you're applying for. (This may not seem immediately obvious, but consider how your skills could transfer to a new role)

- Read each job advert carefully to identify the skills/attributes the employer wants, then give **examples** of when/how you have demonstrated these ("CAR technique" may help with structure)

- Unsure what to write about yourself? Ask a friend or teacher about your **strengths**

- Make each application as **specific** as possible to the job concerned. You can **research** the firm you're applying to. Can you show that knowledge in your application?

- Don't leave blank boxes (unless instructed) on an application form. An employer won't know if you have chosen not to answer, or if you've accidentally missed a box

- **Proofread** your application before submitting it. Employers are busy, and **spelling/grammar mistakes** might see your application end up in the bin. Ideally, ask someone to read your application before you send it off

- Print or save a **copy of any job adverts** you respond to – this will help you prepare for interviews. You should take a copy of the job advert with you to an interview

- Keep a **record** of jobs you plan to apply for and their deadlines, as well as jobs you *have* applied for and the stage you're at (e.g. interview dates; awaiting decision etc.)

- To find out more about degree apprenticeships at Sheffield Hallam, visit **www.shu.ac.uk/hda** to find out more