



LOOK OUT FOR APPRENTICESHIPS IN THE HOME BUILDING INDUSTRY - APPLICATIONS OPEN FEBRUARY 2023

Here are our top 10 tips for completing apprenticeship applications

- 1 Make sure the apprenticeship opportunity suits you.
- 2 Research the company and the job role.
- 3 Don't be afraid to ask for help if you don't understand something.
- 4 Connect with the company on social media.
- 5 Make sure you read the application documentation in full before completing it.
- 6 Take your time with the application, but leave enough time to complete it in full by the deadline.
- 7 Tailor your application to show you are keen to work for this particular company.
- 8 Include any work experience you have done; it is all valuable.
- 9 Include a cover letter and a CV with your application to reinforce the content.
- 10 Check the content for errors and spelling before submitting and always save a copy to refer back to.

Remember employers are always looking for people who show commitment, determination to succeed and enthusiasm. For further support visit:

www.apprenticeships.gov.uk/influencers/application-support