

If you've decided that an Apprenticeship is for you how do you make sure you **stand out** from the crowd?



CET's Top Tips.....

Make sure you do your research

- Read, read & read again both the job description and person specification. You will need a thorough understanding of the role for your application and any interview
- Research Cumbria Education Trust, our website is a wealth of information
- Speak to anyone you know that may work in the field you're interested in. This could be your opportunity to ask any questions you may be unsure of so you're prepared for anything that may be asked of you.
- Make sure CET is for you, You may have decided an Apprenticeship is the path you wish to take but you need to be sure you wish to walk that path with us.
- Think about the practical stuff, can you get to the location of your apprenticeship. If it includes day release with a training provider do you have the means to get there?

Write a list.

- What skills do you have that are relevant to the role?
- Do any of your interests that fit with what we're looking for?
- Have you undertaken any extra-curricular activities that align with the Person Specification e.g if you are applying for an IT Apprenticeship have you undertaken any projects, built your own PC?
- Once you've completed your list use this to assist you in completing your application form.
- Remember to include your skills not just your hobbies.

About you

Not many people like writing or talking about themselves, particularly when asked what they are good at, but ask them what they're poor at and they can talk forever.

Your application is your first opportunity to "sell" yourself so you need to be able to tell us why you're the best candidate. If you really struggle

- Ask your friends what they think you are good at
- Ask your parents, teachers for your top 5 strengths or qualities
- Think about our values Respect, Responsibility & Resilience
- Make sure that you can give examples of your strengths. If you've said you're a good team player. Tell us why E.g Captain of the Netball Team.

How do we contact you?

- An e-mail address can say a lot about a person, therefore if you provide this as one of your methods of contact make sure it's professional and remember to check your mailbox regularly along with your voicemail, if also providing a mobile number.

Check your application

- Spelling is important, however, just as important are punctuation and grammar.
- Make sure you have answered all questions as fully as possible (CVs are not accepted)
- Remember to include ALL of your qualifications and if you've not yet had your results provide your predicted grades.
- Ask someone to proof read your application for you
- Attach your application to an e-mail addressed to applications@cumbriaeducationtrust.org and "SUBMIT – Good Luck"