

LOOKING TO SECURE AN APPRENTICESHIP?

Are you looking to kick-start your career and secure your future options?
Now is the perfect time to find the right apprenticeship opportunity for you.

We have compiled some of our top tips in a handy step by step guide, this guide will take you through the best methods to present yourself and ensure the best success in finding an apprenticeship role.

If you need any further support, advice and guidance reach out to our friendly team who will be happy to help!

You can reach them on **01271 852422** or **guidancecentre@petroc.ac.uk**

HERE IS OUR STEP-BY-STEP GUIDE

1

PREPARE YOUR CV

Highlight relevant skills, education, and experience.
Tailor your CV to the specific apprenticeship you're applying for.
There is a full range of materials to support you here:
<https://nationalcareers.service.gov.uk/careers-advice#getting-a-job>

2

WRITE A COVER LETTER

Express your interest in the apprenticeship you would like to do and why you are passionate about finding a role in your chosen industry. Explain what you can bring to the company and how the apprenticeship aligns with your career goals.

3

JOIN THE TALENT POOL!

Be the first to hear about the latest North Devon College Apprenticeship Vacancies as soon as they are live by joining our mailing list, simply scan the QR code and complete the short form!



You can also come along to one of our monthly sessions for further support and advice, sign up at
talentpool.eventbrite.co.uk

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4

DO YOUR RESEARCH!

Use online platforms like Find an apprenticeship – GOV.UK, North Devon College Website, local job boards, and company websites and social media platforms to search for apprenticeship listings.

Research local businesses within your chosen industry and reach out to them directly with your CV and covering letter, inquiring about any available apprenticeship opportunities. Taking the initiative to contact businesses first shows your proactive attitude and can help you stand out from other candidates. Make sure to highlight what makes you unique and why you'd be a great fit for their team!

5

APPLY

Submit your application to multiple opportunities, ensuring your documents are complete and accurate. Follow the application instructions carefully (e.g., online forms, email submissions).

6

PREPARE FOR INTERVIEW

Practice common apprenticeship interview questions. Be ready to discuss why you want to pursue the apprenticeship and how you can contribute to the company.

You can also book a virtual job interview experience using Bodyswaps with the Learning Resource Centre!



Don't miss your chance to plan, learn, and start building your career. This is your opportunity to show employers why you're the perfect fit for their future teams.