

# APPRENTICESHIPS

## Interview Hints and Tips

Good preparation is key for a good interview. Although they can be daunting, there is lots of help available to help you prepare.

### Initial Interview with The Recruitment Team

Everyone who applies for a Bedford College Apprenticeship meets with our Recruitment Team for an initial meeting to make sure you know what to expect and receive help preparing for employers.

### Research the Company

Make sure you have looked in to the company to find out what they do and where they are based.

### Prepare some questions

Think of some questions you may like to ask them about the role and the company. This will be easier if you have done your research on them!

### Arriving at the interview

Make sure you are ten minutes early, that you are smartly dressed and have a copy of your CV and qualifications if possible. Turn your phone off, smile and shake hands when you introduce yourself

### During the interview

Stay calm and take your time answering questions, don't be afraid to ask them

**Remember to be yourself and ask for feedback after**

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## CV Hints and Tips

Your CV will be your first impression to an employer- here are some quick hints and tips to help you get going!

### Contact Details

The whole point of a CV is so an employer can contact you. Include your name, contact number and a sensible email address, make sure your details are correct.

### Personal Statement

Write a few short sentences introducing yourself, letting the employer know what kind of Apprenticeship you are looking for and why.

### Education Section

Add what school you go to and list the subjects you are studying- if you know your predicted grades add them in too

### Work Experience Section

This can include work experience, voluntary experience and NCS programmes. Don't panic if you do not have any experience yet – you can update your CV as you build this up

### References

Remember to ask permission to list someone as a Referee and put the correct contact details in

**Remember to get someone else to look over it for you!**