



Get Yourself Selected

**A Mini Guide to Applying
for Work and University**

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Whether you're an adult looking for work, taking your options at school, coming to the end of year 11 and looking for an apprenticeship, or in years 12 and 13s looking at university, or apprenticeships, this mini guide applies to you.

So how do we get ourselves selected?

Research-Research-Research! Make sure you know the company or university you are applying to, what's on offer and what is attractive.

Practice-Practice-Practice! Write and rewrite your covering letter, CV or the personal statement if applying to university. What differentiates you from the others? Why should you be picked? Remember the application is the first impression an employer or university gets to make their decision whether you progress to the next stage.

Plan-Plan-Plan! We've just mentioned what differentiates you - well what does? Are you working at weekends or in the evenings? Do you volunteer? Do you participate in activities or sports? How can you demonstrate you're **MOTIVATED, DRIVEN, SELF DIRECTED?** Ultimately what makes YOU the ONE on a form next to the application of someone with the same qualifications?

Plan ahead and start getting experience now!

Prepare-Prepare-Prepare! Many jobs and apprenticeships now have a whole host of assessments before you even get through to interview. Prepare by looking at typical apprentice or graduate assessment centres. The most basic will have a presentation, group exercise and some sort of written test (literacy, reasoning, or numeracy). What are your presentation skills like? Are you self aware about your behaviour in a group? Have you researched psychometric testing. Prepare for interviews with some who can give you honest feedback. Whether it's for uni or a job - can you communicate when it matters?

Dress for success - Turning up for interviews in borrowed clothes or totally inappropriate attire is set for failure. You need to feel comfortable in what you're wearing. Trust me it shows on the day! You're distracted and uncomfortable. The panel can see you're ill-at-ease.