**Apprenticeship application preparation tasks**

When you apply for an apprenticeship, you will often be asked to answer certain questions in written form. You could also be asked similar questions at interview. This worksheet will help you to organise your ideas for some common questions. You can write bullet point notes or paragraphs for each question.

Inspired by the talk yesterday, begin by planning your “elevator pitch”. Remember, you have 60 seconds to get across the key points. Here are the bullet points from the talk to get you started:

* Name and location
* What you do now (think about education, part-time job, and any extra/super curricular activities)
* What you are working towards, your goal or purpose (it might help to break it down into short and long term goals)
* Why you feel confident that you will achieve your aims (refer to your education and skills)

Write your ideas for your elevator pitch here and then, if you are brave enough, get someone to listen to you have a go at talking through it in 60 seconds:

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| Elevator Pitch Notes |

Now have a go at thinking of things you could talk about to answer these questions. Questions will vary for different application processes, but it is always good to think about ideas that you can adapt.

What are your strengths?

Try to think about skills (problem solving, communication skills, empathy etc.) and give examples of situations where you have used the skills.

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What is your biggest weakness?

This is an opportunity to show that you are honest, self-aware and can evaluate your own performance. Be honest – the ability to identify weaknesses is actually a strength. You can add in ways that you are working to overcome the weakness, but don’t make it a back-handed compliment (e.g. I just work too hard!).

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Describe a situation where you had to overcome a challenge. What happened and what did you do?

No job is without challenges, so showing that you can be creative and resourceful in the face of difficulties will make you attractive to employers.

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Tell me about how you work as part of a team.

Team work questions are common and can be worded in lots of different ways. Try to think of examples of when you have worked in a team, especially if it involved some form of problem solving. Think about the skills you used and anything that you learnt from the experiences.

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