



How to write a personal statement for apprenticeship applications

What is a personal statement?

An apprenticeship personal statement is written information about you! It puts across relevant skills, experience and attributes that will make you appealing and illustrate your suitability for the apprenticeship that you would like to apply for. It should be professional and in your own words.

A personal statement is important because you are introducing yourself to someone who may have nothing else to go on, maybe never having met you before. It is crucial then to include your own thoughts, feelings and opinions. Interviewers are curious, they want to know more about **you** and why you are applying to them.

You must always link back to why you are a suitable candidate for the role that they are offering. Why should they select you rather than someone else? Why are you suited to them and that role? What do you offer them in terms of your academic ability, confidence and interests?

How to start....

First explore the answers to these questions about your choice...it will help you write a statement with appropriate skills and qualities which match the requirements of the role.



What *specific* aspects of the apprenticeship appeals to you?

What about the company appeals to you?

What does the course involve?

What skills are required for you to be good at?

How have you demonstrated these skills?

What to include in your personal statement:

Try to think about how you might also answer these questions if you are asked about them in an interview.

About the apprenticeship

✚ Why do you want to go there?

Have you researched the company? Employers will expect their candidates to have carried out some research about the company that they are applying to. Showing that you are interested and have made an effort to find out about the main products and services of the business is important. You can start by looking on the company's website and reading their latest news on social media.

and social care, as this is very important to keep patients healthy," or "I am very practical and I think I will enjoy learning practical plastering skills".

✚ What about the apprenticeship appeals to you?

You can write about anything you've read about the apprenticeship that you find interesting and would like to find out more about. For example, "I think it will be interesting to learn more about infection control in health

✚ What are the Buzz words in the apprenticeship description?

Buzz words are the words or phrases that link to the relevant skills, attributes and qualifications that you will need to demonstrate through your application. The job advert needs to be the starting point for your personal statement. By reading the job description carefully, you can start to identify the skills and attributes that the employer is looking for.

Example sentence starters

I have a great interest in...

Studying...has always appealed to me because...

In my free time I enjoy...

After school I dedicate a lot of time to...

It is important to me because...

In the future I hope to become a...

I understand that in order to achieve this goal I must...

I believe an important aspect of studying...is to learn...

Whilst working at...I learnt how to...

During my experience at...I was encouraged to...

In my free time I have focused on...which has enabled me to...

I have developed the ability to...because...

This demonstrates that I am...because...

Skills and attributes you might want to select from. Don't use them all, and don't pick things that you can't back up with an example as they may ask you about it at your interview! There are PLENTY more of them, but these are just to get you started if you need some ideas.

Respectful	Understanding	Logical	Enjoys a challenge	Problem solver	Resourceful	Curious	Practical
Determined	Good leader	Considerate	Team player	Good timekeeping	Positive attitude	Friendly	Creative
Good communication skills	Organised	Time management	Accurate	Adaptable	Helpful	Supportive	Enthusiastic
Motivated	Reliable	Calm	Confident	Diplomatic	Keen	Tenacious	Independent

Dos and don'ts when writing a personal statement

- Do use your best English and check your spelling and grammar are correct.
- Do be enthusiastic – if you show your interest in the course, it will help your application.
- Do ask people that you trust, like your teacher/adviser or parent/carer to read through what you have written and give you feedback.
- Don't exaggerate – you might be asked about what you have written when you attend an interview.
- Don't leave it until the last minute – it's a good idea to give yourself time to think about what you write to make sure you don't forget anything.
- Don't let worry about your personal statement stop you from applying. Be super careful with apprenticeship applications though; ask someone you trust to check your apprenticeship application.



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