

How to dress for an interview

What to wear:

- Smart Dress
- Trousers/skirt
- Suit
- Ironed shirt
- Sensible, clean shoes

What NOT to wear:

- Mini skirts
- Low cut tops
- Jeans
- Trainers
- Comedy ties
- Shorts

Before the interview

- **Plan your journey** – make sure you know where to go, how long the bus or transport will take to get there.
- **Find out all you can about the company** – look at their website.
- Get your **certificates and CV** ready to take to the interview.
- **Arrive 10 minutes early.**
- Turn your phone **OFF!**

Top tips for interview success ✓

1. Smile and maintain eye contact throughout the interview.
2. Be enthusiastic.
3. Be ready to talk about your strengths, with examples of work experience or voluntary work you have completed.
4. Answer questions confidently and honestly.
5. Prepare some questions to ask the employer at the end of the interview.
6. Thank the interviewer at the end of the interview.



Wirral Met College

Apprenticeships
Wirral Waters Campus
Tower Road, Birkenhead CH41 1AA

wmc.ac.uk/apprenticeships

0151 551 7777 |     



Wirral Met College

HOW TO GET AN APPRENTICESHIP

wmc.ac.uk/apprenticeships



How do I choose the right apprenticeship for me?

- Contact Wirral Met for high quality, impartial information, advice and guidance:
 - Visit wmc.ac.uk/student-support
 - Call 0151 551 7777
- Visit wmc.ac.uk to look at labour market information and careers information for the sector you would like to work in.



Apprenticeship vacancies

You can find details on apprenticeship vacancies via:

Wirral Met College:
wmc.ac.uk/apprenticeships-vacancies

National Apprenticeship Service:
gov.uk/apply-apprenticeship
be-more.info/vacancies



Prepare your CV

(and use this to complete your online apprenticeship application form)

Do:

1. Use the correct format
 - a. Use a traditional font eg Arial or Helvetica
 - b. Stick to font size 11-12.
2. Include **personal details:** i.e. your mobile phone number, home address and email address.
3. Add your **personal profile** and include details of what you are passionate about – especially if this relates to the apprenticeship.
4. Add your **key skills** in a bullet point list – tailor your CV for for the apprenticeship you are applying for.



5. Include your **education and employment history** with details of colleges and schools that you have attended, with relevant qualifications and dates.
 - a. List your recent jobs, work experience or voluntary work.
 - b. List key things you've achieved for each job as bullet points.



Don't:

1. Use a cheesy email address – it looks unprofessional.
2. Write too much – make sure your CV is no longer than 2 pages.
3. Lie – make sure you write the truth, as employers have ways of checking.

