

Using Downtime to Get Ahead

Before you get started with your Apprenticeship application form, reflect on what you might want for your future and what it is you could offer to a potential employer.

Many employers will ask candidates to provide example of times when they have demonstrated a particular skill or quality. Work through the list below and think about the examples you could use.

Skills and qualities the employer might be looking for	What would you use as an example?
Communication Skills	
IT Skills	
Attention to Detail	
Organisation Skills	
Customer Care Skills	
Problem-solving Skills	
Presentation Skills	
Administrative Skills	
Number Skills	
Analytical Skills	
Being Logical	
Team Working	
Being Creative	
Using Initiative	
Non-judgemental	
Patience	