

Maintenance and Operations Engineering Technician Apprentice Application Guidance

Applying for an apprenticeship is your opportunity to showcase your skills, enthusiasm, and suitability for the role. Follow these guidelines to make your application stand out and give you the best possible chance of making it through to the next stage of the recruitment process:

1. Include Both a Cover Letter and CV

The cover letter introduces you and explains why you want the role in the company you are applying for.

The CV provides a summary of your skills, experience, and achievements.

Your application must be no more than 4 pages of A4 for both your cover letter and C.V. **Please upload your cover letter and CV as one document.**

2. Tailor Your Application

Customise your CV and cover letter for the specific apprenticeship you are applying for.

Avoid generic applications, show you've researched the role and company.

3. Demonstrate your Skills and Recent Experience

Highlight skills and experience gained from your time in education, previous jobs, extracurricular activities or clubs.

You could also include where you have volunteered or been involved in any personal projects.

Consider the skills you have attained through these activities.

Showcase any projects you're proud of – It doesn't just need to be words, you can include visuals or pictures such as diagrams or photos of completed projects or work. Ensure visuals are clear, relevant whilst keeping file sizes reasonable.

List your most recent experience, skills and achievements at the top of your CV. Employers want to see your latest and most relevant achievements first.

4. Show Your Personality

Include a short section in your cover letter about you as a person: Tell us about your interests, values, or qualities that would help you succeed in this apprenticeship.

Keep it professional but authentic.

5. Explain Your Motivation

In your cover letter, describe what excites you the most about the working in the energy industry and joining EDF? How can your skills, experience and values help us achieve our company goals?

Top Tips for Applying

- **Proofread carefully** – check spelling and grammar, and use tools like spell check to help.
- **Invest time in your application** – make it count, as you won't get another chance.
- **Submit on time** – don't leave it to the last minute!
- **Include an email address** and make sure your contact details are correct.
- **Remember to include your cover letter and C.V and attach as one document.**

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PERSONAL