

Application writing guidance for ThinkHigher students

If you are in Years 10-12 you may now be coming up to the time when you need to start applications for sixth forms, colleges, apprenticeships, universities or jobs. Many applications can require you to use an online application system specific to the institution. The below is general guidance for using any of these systems or filling in a paper application to your choice of destination.

Get yourself application ready:

Companies and institutions will be looking at your work experience, skills and personal qualities. Lots of the activities you take part in with ThinkHigher will look great on applications but are there more things you could get involved in to make sure you stand out? Check off the below experiences or see if you can gain some of these skills:

Volunteering - for example in a community centre, for a local charity or care home.

- Extra curricular activities—with ThinkHigher in school holidays or STEM club at school etc
- Organised or helped a team in school organise a cake sale or an event
- Social Media/writing experience—you could ask a local business to help write something for their website or design a social media post for a product.

Before you begin:

- **Research!** The company or institution so you can include this in your application. Look for core values and about us pages
- Check your CV, update it with relevant information for the position you are applying for and double check for spelling errors.
- Make sure you are sure about applying to this company/institution, from your research is this is right place for you?

The Application—top tips!

- Answer all questions on the form—you may be marked down for empty boxes
- If there is a character limit on a free text box, use at least 50% of characters.
- If the form asks if you need 'reasonable adjustments' ensure you list these, for example: dyslexia.
- Use up to date contact details
- Proof-read your application and have someone else look over it if you can

Good Luck!