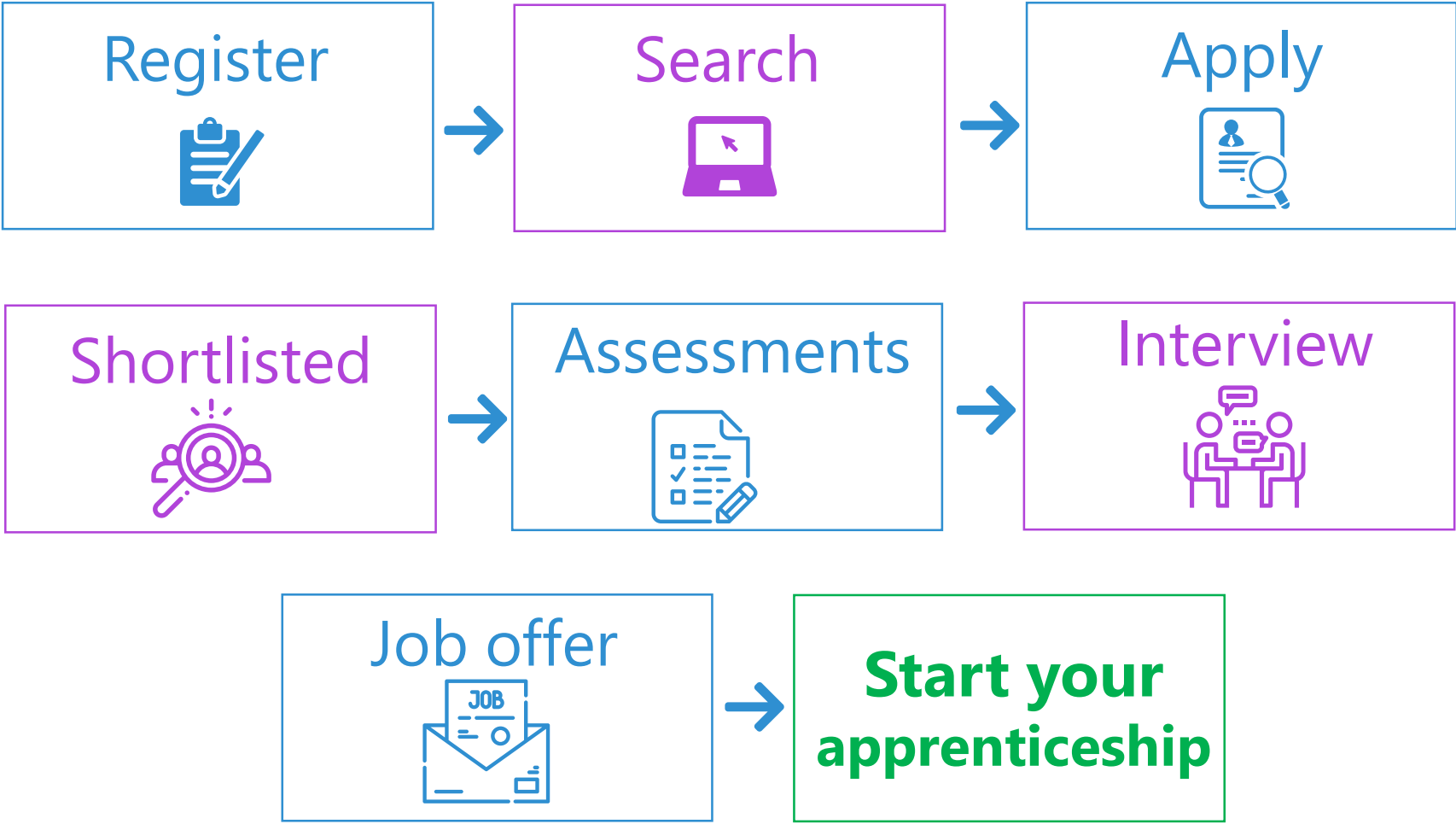


# Application and CV writing



# The application process



# Application tips



Contact Information



Deadline



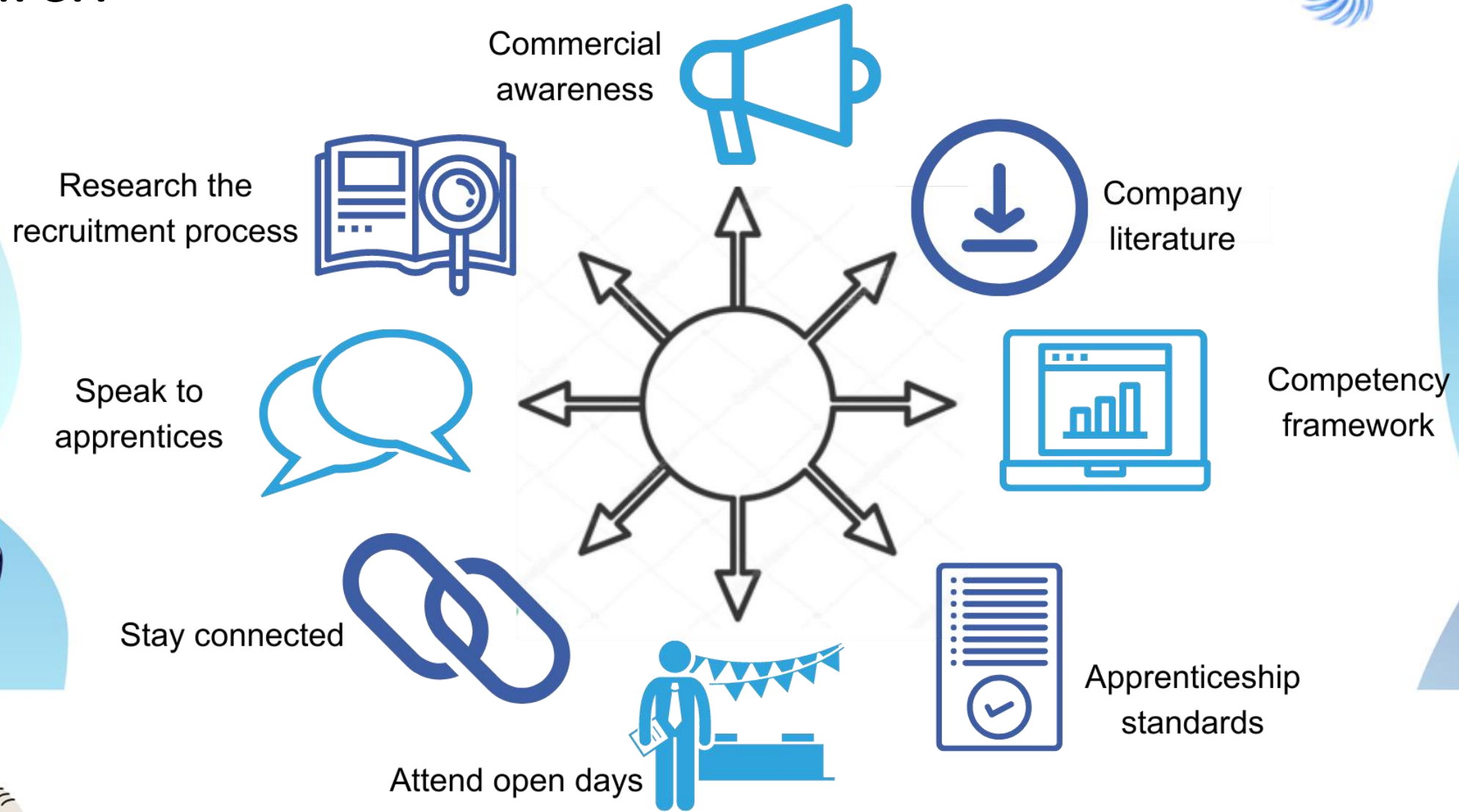
Eligibility



Preparing



# Research



## Requirements and prospects

### Desired skills

- Industry Knowledge and some experience of the Accounting industry
- Excellent customer service skills
- Confident and professional communicator, particularly on the telephone
- Good work ethic and understanding of appropriateness in the workplace
- Excellent written and verbal communication
- Ability to listen and understand the client's needs  
Good attention to detail

### Personal qualities

- Ability to work under pressure, multitask and cope with changing priorities
- Friendly and a team player Able to multi task

### Desired qualifications

- GCSE English and maths A\*-C/4-9 or level 2 equivalents

### Future prospects

After successfully achieving the AAT Level 4 qualification, the candidate will be considered for additional training and/or the opportunity to progress to a more senior level with the firm and a career within accountancy.



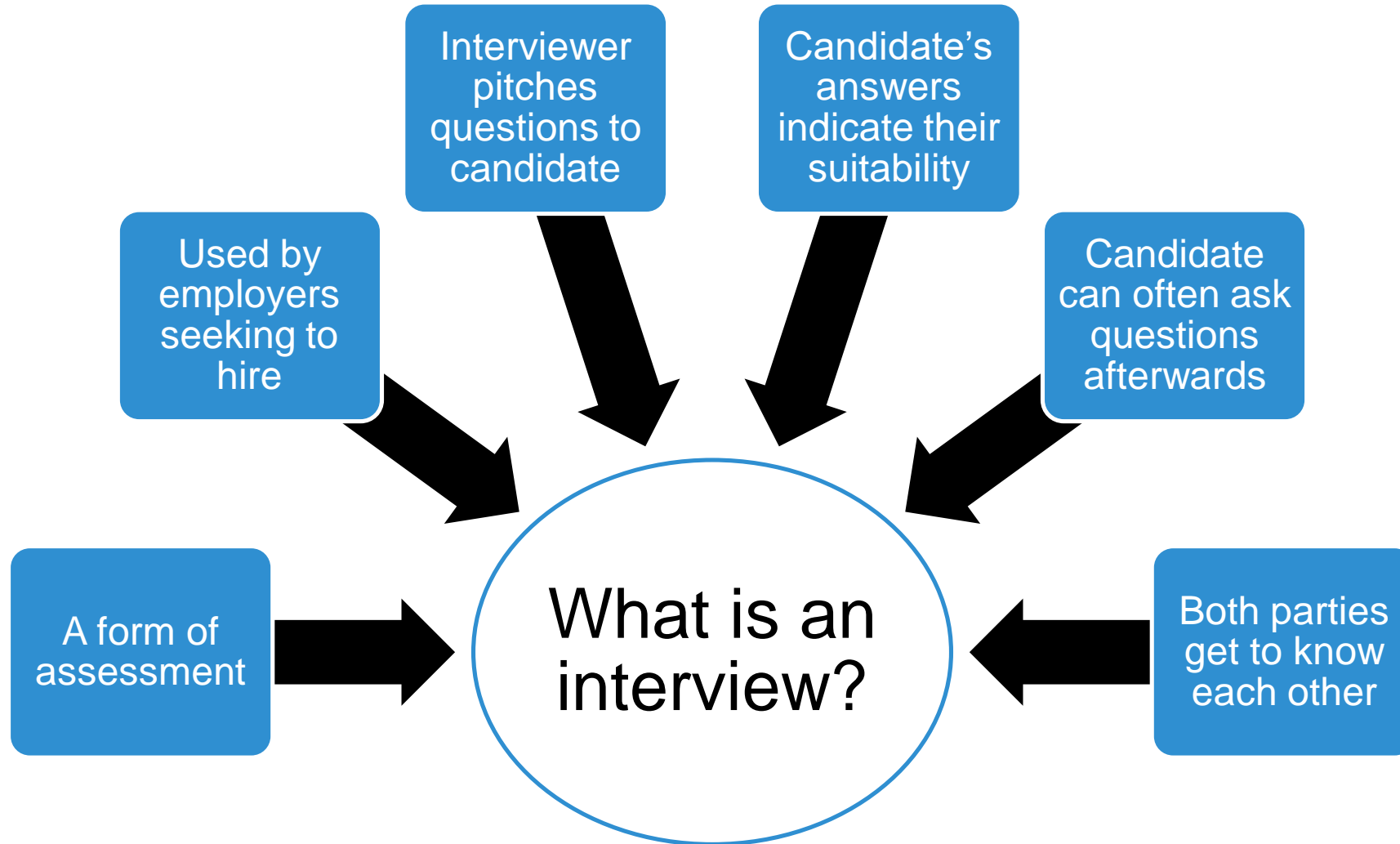
# Key learnings: Strengths and skills questions

- ★ Recognising strengths is key to successfully 'selling yourself' to an employer
- ★ We all demonstrate our skills each day
- ★ Your strengths will develop ...it's a changing journey.....
- ★ Enables you to match yourself to suitable jobs
- ★ Also helps to spot any areas where you could improve your skills or knowledge
- ★ If you get stuck – ask your family, friends or teachers what they think your strengths are
- ★ Keep a skills log as you're learning new things so you can come back to it for each new application
- ★ Practise makes perfect
- ★ Apply the same techniques to other questions that could be asked on other application sites



# Interview Skills

# What is an interview?





# Preparation



Sleep



Wash



Brush hair



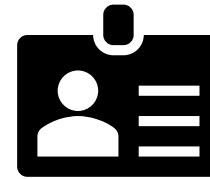
Dress smartly



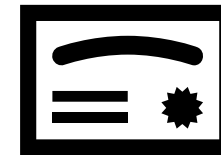
Plan journey



Access



ID



Instructions



Refresh



Smile



Questions

# Typical Interview Questions

What research have you done? What do you know about our company?

Why do you want this apprenticeship?

Why should we hire you?

Describe your relevant strengths and experience

Give an example of when you have worked with others to solve a problem

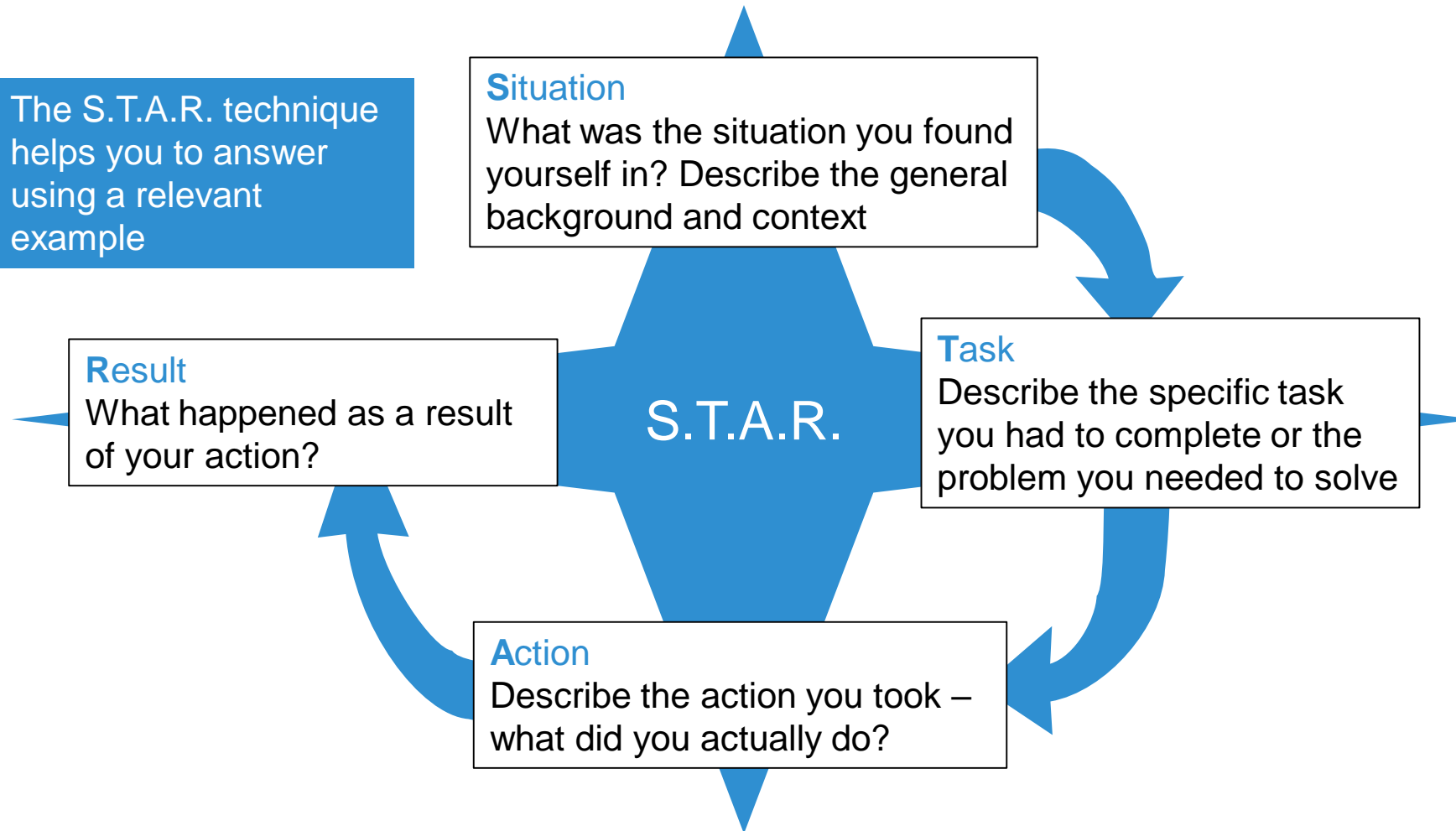
How would you respond if you made a mistake at work?

Tell me about your greatest achievement...



# Answers and Responses

The S.T.A.R. technique helps you to answer using a relevant example



TfL Example:

Give an example of when you have provided good customer service

Any questions?

