



# fiesta

Furniture & Interiors  
Education, Skills & Training Alliance

## APPLICATION GUIDE

A practical guide for furniture and interiors applicants

# Introduction

Applying for an apprenticeship can feel overwhelming, especially if it's your first job application.

The good news? Employers are not expecting years of experience.

Most employers are looking for people who show:

- Interest in the role and industry
- A positive attitude
- Reliability and willingness to learn
- Good communication
- Evidence of effort and preparation

This guide will help you improve your application and stand out for the right reasons.

## 1. Read the advert properly (more than once)

Before you start writing anything:

- Read the full advert
- Highlight key skills and responsibilities
- Look at entry requirements
- Research the employer
- Note closing dates

Top tip:

Don't apply with the same application every time. Tailor each application to the role.

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## 2. Show that you understand the role

One of the biggest mistakes applicants make is writing lots about themselves but very little about the actual job.

Ask yourself:

- What does this company do?
- What would I actually be doing day to day?
- Why does this interest me?

Good:

"I enjoy practical work and problem solving and I'm interested in how fitted interiors are designed and installed."

Less effective:

"I want an apprenticeship because I need a job."

## 3. Focus on transferable skills

You do not need lots of work experience.

Think about examples from:

- School or college projects
- Part-time work
- Sport
- Clubs or societies
- Looking after family members
- Volunteering
- Hobbies and interests

Skills employers often value:

- ✓ Teamwork
  - ✓ Reliability
  - ✓ Communication
  - ✓ Attention to detail
  - ✓ Organisation
  - ✓ Problem solving
  - ✓ Time management
  - ✓ Willingness to learn
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## 4. Use examples, not just statements

Don't just tell employers you have a skill. Show it.

Instead of:

"I am organised."

Try:

"During college I managed coursework deadlines alongside a part-time job and consistently submitted work on time."

Simple formula:

Skill → Example → Outcome

## 5. Answer the question that's been asked

If an application asks:

"Why are you interested in this apprenticeship?"

Don't:

✗ Write generic statements

Do:

✓ Explain why the role appeals

✓ Mention the employer

✓ Link your interests and skills

## 6. Research the company

Look at:

- Their website
- Social media
- Projects or products
- Values
- News or achievements

You should be able to answer:

- What do they do?
  - Why would you want to work there?
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## 7. Check the basics

Before pressing submit:

- Spelling and grammar checked
- Correct employer name used
- Contact details correct
- Questions fully answered
- Someone else has reviewed it

## 8. Using AI? Use it carefully

AI can help you:

- ✓ Generate ideas
- ✓ Structure answers
- ✓ Check spelling

But employers still want to hear your voice.

Use AI to support your thinking, not replace it.

## Final reminder

A successful application isn't usually the person with the most experience.

It's often the person who shows effort, preparation and genuine interest.

Good luck.

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