

**HIGHERiN**

# ***THE ULTIMATE WORK EXPERIENCE*** **APPLICATION TOOLKIT**

Your complete cheat sheet to landing your dream opportunity.

Whether you're hunting for an apprenticeship, placement, internship or grad scheme, this toolkit has everything you need to absolutely ace your applications.



# THE **DIFFERENT TYPES** OF WORK EXPERIENCE



## **APPRENTICESHIPS**

Get paid while you learn. You'll mix real work with study to earn qualifications and build industry skills that employers actually want.



## **PLACEMENTS**

One-year work experience that's part of your uni course. Perfect for testing out career paths and making professional connections that could land you a grad role.



## **INTERSHIPS**

Short bursts of real-world experience (weeks to months) in your dream career. Brilliant for exploring different companies and figuring out what you want.



## **GRADUATE SCHEMES**

Structured programmes designed for fresh graduates. You'll move through different departments while building skills that set you up for success.

### **WANT TO KNOW MORE?**

[EXPLORE SCHEMES »](#)

## **NO EXPERIENCE? NO PROBLEM**

Here's what you need to know. Employers aren't expecting you to have years of experience under your belt. Work experience is literally about gaining experience.

What employers really want is genuine enthusiasm for the role and strong soft skills like communication, teamwork, and willingness to learn.

Show them you're passionate about growing.

# YOUR APPLICATION JOURNEY

Here's what applying for work experience looks like at a glance.

Whether you're going for an apprenticeship, placement, internship or grad scheme, the process usually follows these steps.

## 01 APPLICATION FORMS

You'll share your personal details, education, and any experience you have. Some forms include questions about your strengths and interests or explain why you want the role.

## 03 PSYCHOMETRIC TESTS

These are online tests that look at your skills, personality and how you think. Don't be worried about these. They can actually be fun to do.

## 05 ASSESSMENT DAY

You'll spend the day at the employer's offices where you'll get into group activities, presentations, and in-person interviews.

## 02 CV & COVER LETTER

This is your chance to show off your skills, explain why you want the role and for employers to see who you are on paper. Some employers might not ask for a cover letter.

## 04 INTERVIEW

This is when an employer will get to know you. It's also your chance to learn more about the company and role. You'll either answer questions in a video format or over the phone.

## 06 DECISION TIME

Employers will go over their interviews and start inviting students to join them.

### REMEMBER

Not every application process is the same and some roles might need you to go through extra rounds. Employers will always let you know what to expect.

**WANT THE FULL BREAKDOWN FOR EACH STAGE?**

[LET'S GO >>](#)

# APPLICATION FORMS

Your first chance to introduce yourself. You'll share your personal details, education, and any experience you've gained so far.

## OUR TIPS AND TRICKS

- Read through everything **before** you start
- Draft your answers in a **separate document** first
- Include the keywords from the job description
- Give yourself proper time. Application forms can take 45 minutes to a couple of hours
- Be honest about what you bring to the table
- Ditch the generic answers - make it personal
- Save your progress regularly
- Use professional language
- Don't use AI to write your application for you
- Review your application **before** submitting



### TOP TIP:

Don't have any formal experience? That's okay. You can include any volunteering, charity work or unpaid experience. Even your hobbies and interests can help.

# CV

Think of a CV as your chance to showcase your skills and experience in a way that gets employers excited about meeting you.

## ESSENTIAL DO'S & DON'TS:

### DO...

- ✓ Use a format that looks clean with a professional font
- ✓ Triple-check your grammar and spelling
- ✓ Include all your work experience
- ✓ Add hobbies and interests that show relevant skills
- ✓ Put your most recent experience at the top
- ✓ Tailor your CV to each role you're applying for

### DON'T...

- ✗ Go over two pages
- ✗ Include a photo unless they specifically ask for one
- ✗ Use language that sounds like you're texting friends
- ✗ Forget to proofread before sending
- ✗ Send the same generic CV for every application

## YOUR CHECKLIST

Make sure to include:

Contact details (name, email address, phone number & home address)

Personal profile (100 words or less)

Education

Key skills

Work experience

Relevant hobbies

[GET FREE CV TEMPLATE »](#)

(Just pick which type of work experience you're applying for!)

# COVER LETTER

While not all employers use cover letters anymore, there are loads that still do. So, it's good to know how to write one. You have one page to show why you want the role and why you're perfect for it. Use real examples to prove you've got the skills they need.



## TOP TIPS & TRICKS!

### Keep it focused:

- Stick to one page of A4
- Tailor the content to the role you're applying for
- Triple-check your spelling and grammar
- Skip the buzzwords and clichés

### Make it personal:

- Be genuine (you'll get caught out later if you're not)
- Address your cover letter to the actual person who'll read it (not sure who? Give the company a call and ask!)
- End by showing your excitement about the possibility of an interview

# HOW TO STRUCTURE YOUR COVER LETTER

Your Name  
Address  
Telephone Number  
Email Address  
Date

Dear Name,

Begin by specifying which job you are applying for, and where you found the job. Then, explain why you are interested in the job.

Do some research and relate it to the company's values, their vision or a recent project they have been involved in.

Next, you need to explain why you should be considered for the role. Focus on your experience or qualifications, and what skills you can bring to the job.

Thank the reader for considering your application, and mention that you'd love to discuss your application further in an interview.

Yours Sincerely,

Your Name

[COVER LETTER WRITING »](#)

(Just pick which type of work experience  
you're applying for!)

# PSYCHOMETRIC TESTS

They're so much more fun than they might sound. Psychometric tests are online assessments that measure your skills, knowledge, and personality.

## TYPES OF TESTS

(and where you'll use them)

### **NUMERICAL REASONING**

Problem-solving with numbers (common for finance, engineering, and data roles)

### **VERBAL REASONING**

Understanding written information (popular in law, marketing, and communication)

### **ABSTRACT REASONING**

Spotting patterns and thinking logically (often used for tech, consulting, and analytical roles)

### **PERSONALITY TESTS**

Understanding how you work and what drives you (used across most industries to see if you're a good culture fit)

### **SITUATIONAL JUDGEMENT**

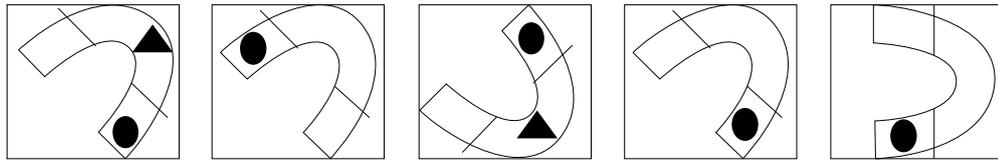
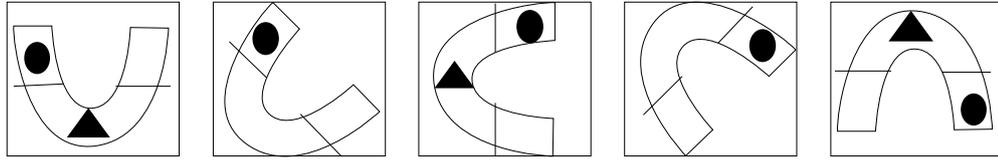
How you handle workplace scenarios (especially common in customer service, management, and healthcare roles)

### **TOP TIPS**

-  Practice beforehand using online tests (there's loads of free ones!)
-  Read instructions carefully
-  Work steadily but accurately
-  Stay calm. There's no perfect score to aim for
-  Be genuine in personality tests

# SOME EXAMPLES

Which of the boxes comes next in the sequence?



A

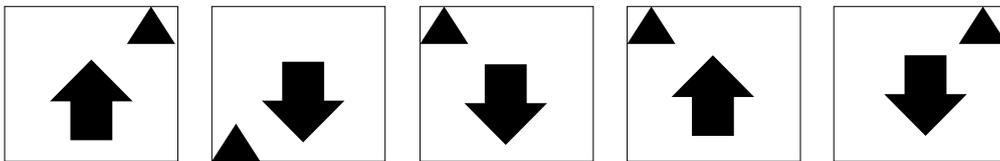
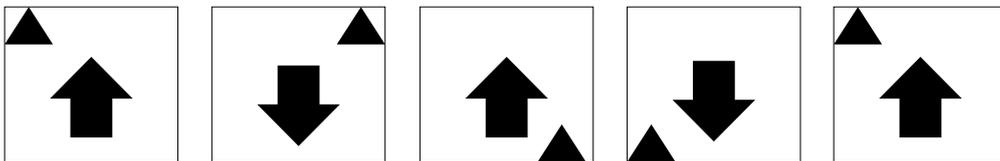
B

C

D

E

Which of the boxes comes next in the sequence?



A

B

C

D

E

**HOW DID YOU DO? FIND OUT THE ANSWERS ON THE LAST PAGE**

[DISCOVER MORE »](#)

# INTERVIEWS

You're almost there! This is your chance to bring your CV and cover letter to life and show your skills (via video, phone or IRL).

## TOP TIPS

- Do your research on the company
- Practice your answers to common questions (but don't sound robotic!)
- Think of specific examples that show off your skills
- Plan your route and get there early
- Dress to fit the company vibe
- Come with genuine questions about the role
- Drop them a thank you email afterwards

Use the STAR method for your answers, it'll help you keep your answers focused. When they ask about your experience, structure your response like this:

### **SITUATION**

What happened

### **TASK**

What you needed to do

### **ACTION**

What you actually did

### **RESULT**

What happened because of your actions?

**NEED A LITTLE BIT MORE HELP?**

[INTERVIEW TIPS >>](#)

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# ASSESSMENT DAY

You'll spend the day at a company's office, or online. Expect things like ice-breaker exercises, group projects, presentations and 1-2-1 interviews. It's also your chance to see if the company fits your vibe.

## HERE'S HOW TO MAKE THE MOST OF YOUR DAY:

- Plan your journey ahead of time and arrive early
- Research the company and re-read the job description
- Ask questions on the day
- Get involved by chatting the employees and fellow students
- Be present and a team player
- Stay positive, even when you feel nervous
- Be authentic! A genuine personality always wins

## GET THE FULL BREAKDOWN ON ASSESSMENTS DAYS

[FIND OUT MORE >>](#)

## ANSWERS ON THE SAMPLE PSYCHOMETRIC TESTS

1. D
2. E

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NEXT LEVEL CAREERS