**APPRENTICESHIPS.**

**A GENIUS DECISION.**

**CREATE AN EFFECTIVE APPLICATION**

Are you keen to fill in an application form but not sure how to structure your answers? How about using the PREP method?

**P**

**Point**

Start by answering the question: “I believe that…”

*I believe that one of my main strengths is my written communication skills.*

**R**

**Reason**

Then give an explanation: “And the reason why I believe this is…”

*I believe this because I can structure my answers clearly on paper, and take the time to construct my answer before noting it.*

**E P**

**Example**

Provide an example that supports your situation: “For example, only last week…”

*For example, I managed to persuade my school council that our football team needed a new kit by writing them a letter.*

**Point**

Finish by summarising your point: “And that's why I believe that…”

*I believe that this is a good example of how I have succeeded by using my written communication skills.*

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