

#ScotAppWeek26

# 5 TOP TIPS FOR YOUR APPLICATION



[scottishwater.co.uk/apprentice](https://scottishwater.co.uk/apprentice)



1

# USE YOUR CV TO SHOW OFF

Have work experience? Been involved in volunteering? Part of any clubs or sports teams? Awards or certifications? Passed your driver's test?

Tell us about these experiences in your CV – they could be exactly what we're looking for!

**2 pages max**



# 2

## CRAFT A GREAT COVER LETTER

We'd love to hear why you think you'd be a good fit for this role and what made you want to apply.

Your cover letter is your chance to tell us about your skills, your interests, and what makes you stand out.

**Keep it simple**



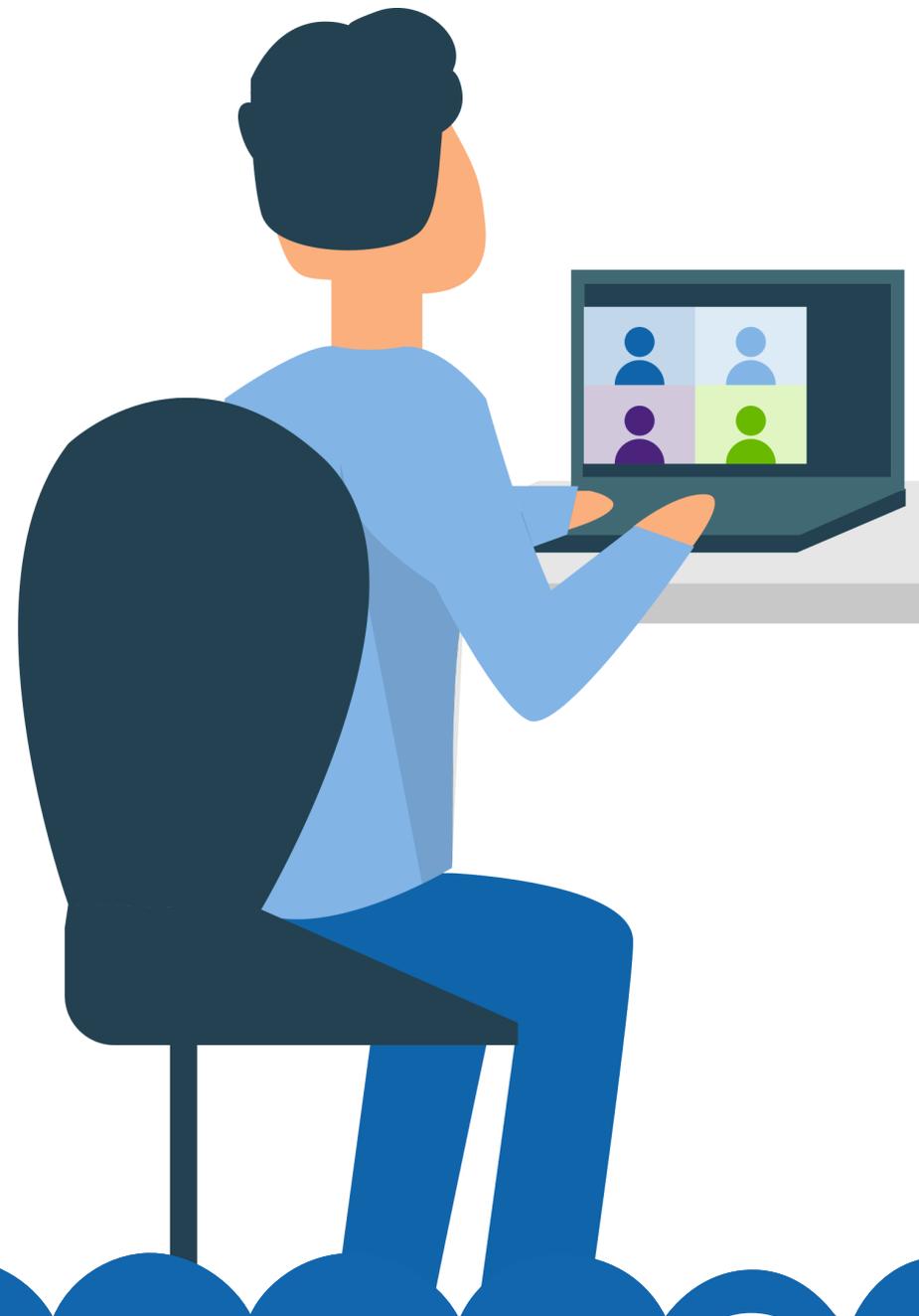
# 3

## RESEARCH: KEY TO SUCCESS

Get ahead! Explore our Careers Map to discover the career paths and skills at Scottish Water before applying.

Check out the advert for role specifics, location, coverage, and any qualifications required.

**Know your stuff**



# 4

# MATCH OUR CHARACTER

We want our people to be Bold, Responsible, Inspiring and Caring.

Highlight these traits in your application and if you're shortlisted to the final interview stage, be prepared to chat to us about them.

**Examples welcome**



# 5

# REVIEW BEFORE SUBMITTING

Have you uploaded all your attachments? Checked your spelling & grammar?  
Answered all of our pre-screening questions?

Make sure you're happy with your application before you hit submit.

**Good to go? Submit!**



#ScotAppWeek26

**WE'RE HERE TO  
HELP.**



[earlycareers@scottishwater.co.uk](mailto:earlycareers@scottishwater.co.uk)



[scottishwater.co.uk/apprentice](https://scottishwater.co.uk/apprentice)