Activity 1 Practice makes perfect

Have a look at the sample job adverts.

Light Fantastic is Scotland's leading seller of quality lighting for the home.

LIGHT FANTASTIC

We currently have a vacancy for a SALES ASSISTANT in our Edinburgh store.

You will be selling high quality interior lighting and related products. Duties will include dealing with customers, explaining our product range, processing cash and card transactions, customer service, pricing, and other general tasks.

40 hours per week (5 days out of 6, Mon to Sat, 9am to 6pm).

Wage £23,000 per year.

Premises are located at 101 Princess Square, Edinburgh EH11 2BD.

Applicants must be friendly and enthusiastic, with good communication and numeracy skills. An interest in design would be advantage. Some retail/sales experience preferred, but full training will be given.

Searchforjobs.com e.g. job, company, title e.g. city, county, postcode

Modern Apprentice - Engineering Technician

Location: Glasgow

Company: Atlas Engineering

Apply for this job

The Role

You will maintain and repair electrical equipment. You will gain engineering experience with one of Scotland's largest companies, with branches throughout the UK. During a 3-year training period you will work towards an SVQ 3 qualification in engineering. You will also go to college on a day-release basis.

About You

Candidates must have National 5 qualifications (A-C) in English and Mathematics and at least two from: Computing Science, Design and Manufacture, Engineering Science, Graphic Communication, Physics or Practical Electronics.

You must have a genuine interest in engineering.

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Choose one (or use a real job advert) and write down what you would say in answer to the following questions.

Why have you applied for the job?

What skills and personal qualities could you bring to the job?

What are your main strengths?

What do you know about our company?

Once you have completed this activity and saved it to your device, remember to upload it to your Planit portfolio in the JSS Evidence section.

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