

Activity 1 Prepare and practise an interview presentation

You have applied for the following job and as part of the interview, the employer has asked if you could deliver a 5-minute presentation on your skills and why you are suitable for the job.

Vacancy: Modern Apprentice (Digital Communications)

Employer: Local Authority

Hours: Full time (35 hours a week)

Salary: £4.67 an hour

Description: You will assist with communications across the digital channels for Invest in our region, Our Country and Visit our Region content. You will also be involved with tasks such as delivery of events, communications with a variety of sector groups and updating and monitoring social media channels.

You will get a full induction, training and support from the council and our training partners to take you through the nationally recognised qualification you will complete as part of the programme.

You should have knowledge and experience of social media platforms and dealing with the public. A good level of the following skills are preferred: communication, numeracy, digital and organisation. You should also be able to work as part of a team, work to deadlines and produce accurate work.

Using the information and advice from the module, write a presentation about yourself and how your skills and experience make you the right candidate for the job and then deliver it to someone, such as a family member or teacher. Ask for feedback and reflect on any improvements you could make. Use of visual aids is optional.

You can use the template on the next page.

Tip: Look at the skills mentioned in the job advert and think about how to tell the employer about how you match these – use examples, as you would when answering an interview question.

Introduction

Main content (number the points you are covering)

Summary

Feedback you received

Things you would improve on