

How to look for a School Based Apprenticeship or Traineeship

Step 1: Resume

1. Make sure your resume is up to date and professionally presented. Ask a teacher or family member to proof read your resume and don't be afraid to ask for help from your careers adviser.
2. Discuss with your Careers Adviser/SbAT Coordinator how to write a cover letter or letter of enquiry for the position you would like to apply for. If you are applying for an advertised position, make sure you address the selection criteria the way the ad requests.
3. Ensure your cover letter, resume, references and other supporting documents are displayed professionally and in that order.
4. The new look Myfuture website has some awesome resources to access to support the application process, including Cover letters and Resumes:
<http://myfuture.edu.au/career-insight/writing-a-good-cover-letter>
The Career insight 'section' has loads of support and guidance as well

Step 2: Looking for jobs

1. Speak with people you know about positions that may be available in your community.
2. View advertisement listings in local newspapers and online.
3. Register with a Job Network or Group Training Organisation in your local area.

Step 3: Visiting prospective employers

1. Before you approach a business do some research about projects the business is involved with and their history.
2. Visit local businesses you are interested in working with. Dress professionally, take your resume and other documents and speak with the manager about possible positions vacant. Ask the manager what you could do to gain employment e.g. a TAFE course, Work experience or a trial.
3. Follow up with the manager 7-10 days after delivering your resume. Continue to make contact with the employer on a monthly basis. Advise the manager if you are successful in finding a position elsewhere. Maintain good will, as you may need to approach them again in the future.

Approaching an employer whilst on Work Experience

- A great way to find out if you enjoy a job and to demonstrate your skills to an employer is through Work Experience. Speak with your Careers Adviser about employers you would like to do work experience with.
- Toward the end of your work experience week discuss with your manager how he/she feels you performed during the week. If you enjoy the job and the manager was happy with your work discuss the possibility of a School Based Apprenticeship or Traineeship (SBAT).
- Your manager can have a look on the 'SbAT in NSW' website for more information or contact your Career Advisor at school.
- After your work experience has ended, follow up with the employer each week until they make a decision about an SBAT. **This will show initiative and commitment to your prospective employer.**

Remember, you can do work experience at more than one business.