

Job Hunting

There is an element of planning and organisation that goes into finding the right apprenticeship. You will by now have discovered the prospects and benefits of apprenticeships and have prepared your CV and cover letter in anticipation of finding that perfect role (don't worry if you haven't already, we have guidance and templates available on CVs and cover letters) but do you know where and how to start the search?

Sites to visit:

There are a number of specialist apprenticeship sites to be aware of, register, set up alerts on and check regularly on, we have selected the most popular with employers for you

- Find an Apprenticeship: www.findanapprenticeship.service.gov.uk
- Get my first job: www.getmyfirstjob.co.uk
- Not going to uni: www.notgoingtouni.co.uk
- UCAS apprenticeships: www.ucasprogress.co.uk
- Job centre: www.gov.uk/jobsearch

Many companies will use their own sites for the advertisement and recruitment of apprentices, if you know which companies you are interested in, it is always worth checking their website.

Speculative enquiry:

Sometimes the old fashioned ways prove to still be the best.

The apprenticeship agenda is very much a driving force in recruitment and succession planning for companies today, it is also very much a driving force for school leavers – *this leads to high levels of competition for roles, what will make you stand out?*

Long before the days of online apprenticeship job sites and the internet, people eager to secure an apprenticeship would approach a company with a covering letter and CV and enquire about opportunities. If you have a good understanding of the type of apprenticeship you would like to complete and the type of company you wish to work for why not stand out from the crowd and visit companies with your cover letter, CV and smile.

Recording and monitoring

As you begin searching and applying for apprenticeship opportunities you will quickly realise there are a lot available. You will be completing multiple applications at any one time – *then comes along a call for a conversation about your application or invite to interview, which job is it in relation to?*

Keeping a basic record of apprenticeships you have applied for, bullet points on the role and key dates such as closing date and interview date will make a major difference in your level of confidence dealing with the call and avoid those awkward silences or dreaded 'which job did I apply for' questions.

You should now be ready to commence your job search – Good luck!