**How to Look for an Apprenticeship or Traineeship**

**STEP 1: Create your Resume**

* Ensure your resume is up-to-date and professionally presented (see Careers for a resource)
* Complete a relevant cover letter for each job application. This could be a letter composed in response to an advertised vacancy, or a canvassing (enquiry letter).
* Assemble your resume, references and supporting documents in a presentation folder.

**STEP 2: Looking for Jobs**

* Only about 20% of people find their jobs by responding to advertised positions where they are unknown to the employer. The other 80% may still have to apply and attend interviews, but are “known” to the employer either directly, through other staff members, or because the employer knows their referees. Think about how many of your friends have obtained work locally because they knew somebody who already worked there (eg McDonalds, KFC), or their sports coach recommended them.
* The secret to getting a job is selling/marketing yourself.
* Let people know you are looking for work – expand your “career network” through sport, volunteering, Facebook, twitter etc.
* Create a LinkedIn page and ensure you use this business network in a professional (not personal) manner.
* Ask Ms Beemster to assist you with work experience with employers that may hire you.
* Approach employers directly yourself (cold canvassing).
* Practise aptitude tests that you can find online.

**STEP 3: Register and apply online with Group Training Organisations (offering different types of apprenticeships and may share you with different employers)**

* Central Coast Group Training: <http://www.ccgt.com.au/>
* My Gateway: <http://mygateway.org.au/>
* MIGAS: <https://www.migas.com.au/vacancies/new-south-wales/sydney/>
* MEGT: <http://www.megt.com.au/job-region/new-south-wales/>
* Apprenticeships R US: <http://www.apprus.com.au/our-apprenticeships-and-traineeships.html>
* WPC Group: <http://www.wpcgroup.org.au/>
* AIGroup apprenticeships: <http://www.aigroupapprentices.com.au/apprentices/apprentices/>
* Apprenticeship Careers: <http://www.apprenticeshipcareers.com.au/Job-Seekers/Current-Vacancies>

**STEP 4: Register with Recruitment sites:**

* Jobsearch: https://jobsearch.gov.au/job/search
* Skillsroad: <http://www.skillsroad.com.au/job-seekers/jobs-board>
* Seek: <https://www.seek.com.au/>
* Indeed: <https://au.indeed.com/jobs-in-Sydney-NSW>
* Jora: <https://au.jora.com/>
* Gumtree: <https://www.gumtree.com.au/s-jobs/sydney/apprenticeship/k0c9302l3003435?ad=offering>
* 1300Apprentice: <http://1300apprentice.com.au/>
* Careerone: [http://jobs.careerone.com.au/q-apprenticeships-jobs-l-sydney,-nsw.aspx](http://jobs.careerone.com.au/q-apprenticeships-jobs-l-sydney%2C-nsw.aspx)
* Jobrapido: <http://au.jobrapido.com/Jobs-in-New-South-Wales>
* Jobbydoo: <https://www.jobbydoo-au.com/>
* Gumtree: <https://www.gumtree.com.au/s-jobs/sydney/apprenticeship/k0c9302l3003435?ad=offering>
* Apprenticeships R US: <http://www.apprus.com.au/>
* Eazyjob: <https://www.eazyjob.com.au/>

**Specific Industry Sites**

**Electrical:**

Electrogroup**:** <http://www.egt.com.au/>

NECA Electrical apprenticeships: <http://www.necagt.com.au/>

**Motor Vehicle:**

Autoapprenticeships: <http://www.autoapprenticeships.org.au/>

AGA Apprenticeships: <http://www.agaustralia.com.au/become-apprentice/apprenticeships-with-aga/automotive>

Automotive Group Training: <http://www.agtnsw.com.au/>

Eazyjob: [www.eazyjob.com.au](http://www.eazyjob.com.au) (search for mechanical)

Motor Traders Association: <https://www.mtansw.com.au/careers>

**Hospitality:**

Chefs: [www.htn.com.au](http://www.htn.com.au/)

HVTC: [www.hvtc.com.au](http://www.hvtc.com.au)

**Maritime:**

Maritime Employees: [www.metl.com.au](http://www.metl.com.au/)

**Construction:**

Master Builders Association: [www.mbansw.asn.au](http://www.mbansw.asn.au)

Master Plumbers Association: [www.masterplumbers.asn.au](http://www.masterplumbers.asn.au)

TABMA Timber and Building Industry: <http://www.tabma.com.au/>

Housing Industry Association: <https://hia.com.au/ProductsServices/Apprentices/why-choose-HIA-apprentices/what-apprenticeships-HIA-offer.aspx>

Master Painters Association: <http://www.masterpainters.com.au/>

**Plumbing:**

AGAAustralia: <http://www.agaustralia.com.au/become-apprentice/apprenticeships-with-aga/plumbing>

Commodore Plumbing: [www.commodoreplumbing.com.au](http://www.commodoreplumbing.com.au)

Master Plumbers Association: [www.mpal.com.au](http://www.mpal.com.au)