**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**

* 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, social media 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.
* Approach employers directly yourself (cold canvassing).
* Practise aptitude tests that you can find online.

<https://www.aapathways.com.au/insiders-advisers/practice-aptitude-quizzes>

**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>
* 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)