

How to find an Employer

You may need to find an employer if the apprenticeship does not already have one.

Here's a quick guide on how to HELP YOURSELF & make an Apprenticeship work for YOU. To do an Apprenticeship you need to have a work placement/employer to work for.

HOW TO FIND A WORK PLACEMENT/ EMPLOYER

Contact employers **NOW** to let them know you are looking for work

- ✓ Look in the Yellow Pages, Business directory, Thomson Local, Internet (www.yell.com , www.BT.com) so you can compile a list of employers you would like to work for. For Example: If you want to do an Apprenticeship in Hairdressing contact all the local salons/hairdressers.
- ✓ Make contact – Now you have your list, phone & enquire about the opportunities within the company make it clear you want an apprenticeship & are in contact with local training providers.



OR You can write a speculative letter –
A letter to introduce yourself & ask if you can work for them as a trainee doing an Apprenticeship.

The letter **MUST** include a CV; this tells the employer all about you.

If employers have any questions about training/apprenticeships explain to them they can contact 'Learning & Skills Council' on 0845 019 4182 who will answer any questions they may have.

- ✓ Follow up – Ring the employers to follow up your letter, Show them how keen you are to start working & train in the career area you're interested in.

GOOD LUCK!

- See attached for Speculative letter & CV Templates.

Sample Speculative Letter

Mrs Tracey Smith
Manager
Cut & Colour Salon
24 Western Road
Portsmouth
PO1 3GH

22 Winchester Road
Portsmouth
PO2 1RJ

23rd August 2009

Dear Mrs.Smith

I am writing to you as I have secured an apprenticeship in Hairdressing & Beauty and would like to find an employer who can support me during the apprenticeship and offer me a training/employment placement.

Please let me introduce myself. My name is Gemma Clark, I am 16 years old and have recently left Wildern School having gained five passes at GCSE level in Maths, English, Science, Art and Design.

I am particularly interested in hair and beauty having worked in a salon for the last six months as an assistant. My duties involved reception, booking appointments and shampooing clients' hair. I am hard working, punctual, reliable and flexible. I work well both in a team and individually. Whilst working at the salon it made me realise that I would like to build a career in hair and beauty.

I would relish the chance to work as part of the team at Cut & Colour as the company has a reputation for staff development and training. I also feel I would be able to progress given the opportunity.

I am available for interview at any time and look forward to hearing from you with any advice or information you may have. Should you not be recruiting at this time I would appreciate you keeping my information on file in case of future openings.

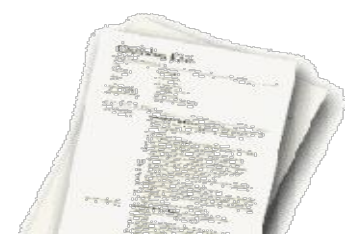
If you would like more information regarding apprenticeships you can contact the Learning Skills Council on 0845 019 4182.

Thank you for your attention.

Yours sincerely

Gemma Clark

Sample CV



Louise Longford
12, Kenmore Road
Portsmouth
PO4 2GH
02392 783460

SKILLS AND ABILITIES

Enjoy being part of a team and also working individually.

- Able to work without supervision
- Good at balancing work and study commitments
- Competence in use of all aspects of Office 2000

ACHIEVEMENTS

- Make up artist for school productions
- Won Art & design competition
- Second place in swimming finals

EDUCATION AND QUALIFICATIONS

1993-2000 Littletown School GCSEs:

English Language (B)	P.E. (A)
English Literature (C)	Art (A)
Biology (A)	Design Realisation (B)
Maths (B)	French (C)
Geography (C)	Chemistry (C)

EMPLOYMENT

2000 to present. Part Time Hair Salon Assistant, Hair & Beauty, North End, Portsmouth, PO2 3RT

- Managing reception at busy times
- Booking clients for appointments
- Shampooing Clients hair

INTERESTS

- Hair & beauty
- Art & Design
- Swimming
- Drama

REFERENCES

Mrs. P. Benn
Manager
Hair & Beauty
North End, Portsmouth
PO2 3RT

Ms. S. Cuthbert
Head of yr 11
Littletown School
West Street, Portsmouth
PO5 6LP