

How do I Become an Apprentice?



1) You will need to **find an apprenticeship training center** for the kind of apprenticeship you want to complete! Emily Griffith Technical College helps to connect students and training centers together - they are a phenomenal resource! Go to their website to find the contact information you need:

emilygriffith.edu/apprenticeship

2) There are also **medical apprenticeships** available through a partnership between local hospitals and Front Range Community College (frontrange.edu).

Examples include:

- Medical Assistant
- Pharmacy Technician
- Sterile Processing Technician

2) **Look at the application** - you will, most likely, need to be 18 years old before you can apply.

3) When completing applications, it's useful to have all of **your information in one place**, such as:

- Your contact info (phone, email, address)
- Social Security Number

4) Often you need to **provide the names and contact info (phone/email) for "References."** These are people who a potential employer can call to find out about your work ethic and level of responsibility. Make sure you get permission before you list someone! Possible references include teachers, counselors, previous employers, volunteer coordinators, coaches, club sponsors.

5) You can also request **letters of recommendation** from your references and submit them along with your application. You can request these letters in advance and have copies available to use during your job search.

6) You will also often need to **provide information about your school:**

Westminster High School 303-657-3980
6933 Raleigh St.
Westminster, CO 80030

Hidden Lake High School 303-428-2600
7300 Lowell Blvd.
Westminster, CO 80030

7) It's highly recommended (and sometimes required) that you **provide a copy of your resume**. If you need help creating a resume, look in your AE Empower activities or come to the Future Center.

8) It is also highly recommended that you **write a cover letter** when you are applying for a job. A cover letter allows you to introduce yourself to a potential employer and highlight your strengths. If you need help, please come to the Future Center!

9) Once you submit your application, it is recommended that you **follow-up with a phone call within a week**. When you call, you can let them know that you submitted an application and you wanted to check on the status of the application. This phone call shows that you are very interested in working at the business/company.

10) **Be prepared to interview!** Look at possible interview questions and practice your responses. Look at the AE Empower activity on interviewing for great videos on interviewing!

Feel like you are stuck? Come to the Future Center - we are here to help you!



Located in the Westminster High School Library
303-657-3929
futurecenter@westminsterpublicschools.org
www.WestminsterPublicSchools.org/FutureCenter