

There are ways prospective applicants can build an application portfolio that will increase their chances of becoming selected for apprenticeship.

... Building an Application Portfolio

- **Construction Related Volunteer Opportunities**

Participating in these efforts shows commitment to community and your ability to work alongside others with tools. This is a great way to build the "hands-on" portion of your resume if you do not have prior trade-related experience. Document your hours and request a letter of recommendation if you feel you have earned one.

- **Industry-Related Classes**

Industry-related classes will show your investment and motivation to learn more about the trades. A large number of industry-related classes such as welding, blueprint reading, basic electrical theory, and woodworking are available at local community colleges.

- **Pre-Apprenticeships**

Pre-Apprenticeships expose students to all of the building trades, and help students to become familiar with terminology, hand and power tool use, construction safety, and more.

- **Documentation of Hobbies**

Do you like to build and fix things? Do projects around the house? If so, take photos of your work, and add captions that describe the work you performed. Before and after photos are great. Include these with your application for apprenticeship.

- **Industry-Related Work**

Build a documented history of working with tools or with construction materials, performing physical labor such as digging ditches, or working outdoors in all weather conditions. Include letters of recommendation that are signed and dated by the author, and on letterhead when possible. This demonstrates work ethic, attitude, and physical and mechanical ability.

When you apply, include a cover letter, letters of recommendation, and a skills-based resume in addition to submitting documentation that you meet the minimum program requirements. This will help your application stand out.

There are several **pre-apprenticeship programs** which are recognized by Oregon's Bureau of Labor and Industries or Washington's Labor and Industries. Completing a pre-apprenticeship shows your commitment to succeed, and to pursue a life-long career rather than simply a job. This could help to make you more competitive.

Oregon	
Constructing Hope	www.constructinghope.com
Job Corps	www.jobcorps.gov
Oregon Tradeswomen, Inc	www.tradeswomen.net
PCC Pre-Trade Orientation	www.pcc.edu/programs/apprenticeship/pre-trades.html
Portland YouthBuilders	www.pybpd.org
Washington	
New Market Construction Trades Program	www.newmarketskills.com
For more options in Washington visit: www.lni.wa.gov/TradesLicensing/Apprenticeship/About/IntroProg/	