

Want to Find an Apprenticeship?

Where to look

The best place to find apprenticeship vacancies is online. Use trusted apprenticeship and job websites to search for opportunities in your area and across the UK.



What you can do

- **Contact businesses directly** to ask if they offer apprenticeships. This is known as a speculative application.
- **Ask friends, family, teachers, tutors**, and other contacts if they know of any apprenticeship opportunities.
- **Speak to local colleges and training providers** who may work with employers recruiting apprentices.
- **Attend careers fairs, employer events**, and apprenticeship open days.
- **Follow local employers on social media** to hear about vacancies as soon as they are advertised.

What do you need?

CV

A document that highlights your education, skills, achievements, work experience, volunteering, hobbies, and interests.

Cover Letter or Supporting Statement

A short introduction explaining why you are interested in the apprenticeship and why you would be a good fit.

Professional Email Address

Use a sensible email address, for example: `firstname.lastname@email.com`

References

Employers may ask for details of a teacher, tutor, employer, coach, or another trusted adult who knows you well.

Positivity and Motivation

Stay focused and keep applying. Finding the right apprenticeship can take time.



stokeypcareers

www.stoke-ypcareers.org

shaw trust



Stoke-on-Trent
Young Peoples Careers Advice

Useful websites



National Apprenticeship Service
www.gov.uk/apply-apprenticeship

Get My First Job
www.getmyfirstjob.co.uk

Not Going to Uni
www.notgoingtouni.co.uk/jobs

StudentJob
www.studentjob.co.uk

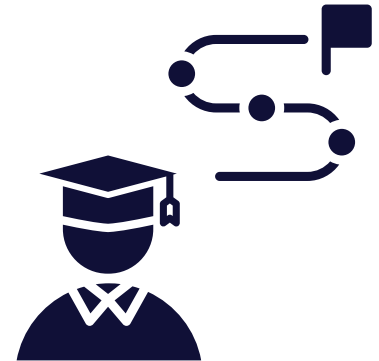
Beetroot
www.beetroot.com/apprenticeships

Indeed
www.indeed.co.uk

TotalJobs
www.totaljobs.com

Monster
www.monster.co.uk

Fish4Jobs
www.fish4.co.uk



Tips for applying

- Tailor your application to each employer.
- Check your spelling, grammar, and punctuation before submitting.
- Demonstrate your skills with examples from school, college, volunteering, clubs, sports, hobbies, or part-time work.
- Use AI tools carefully. Employers expect applications to reflect your own experiences and personality.
- Make sure your social media profiles present a positive and professional image.
- Prepare for interviews by researching the company and practising common interview questions.

Make the most of digital tools

Set up job alerts on apprenticeship websites, follow employers on social media, and regularly check for new vacancies. Keep your CV up to date and save copies electronically so you're ready to apply when opportunities arise.

Need More Support?

If you're unsure about anything, speak to your careers adviser or careers team for advice and guidance on finding and applying for apprenticeships.

Stoke-on-Trent Young People's Careers Advice