



PROVIDING THE LADDER FOR YOUR ROOFING CAREER

Your Apprenticeship Toolkit

Use this kit to ensure you have everything you need to begin your roofing career journey.

Email Address

This is the first impression your application makes before a recruiter has even opened it, so remember to keep it professional. You may even create a completely new email address to search for jobs; that way you'll have everything you need in one inbox.

CV

Without a CV you might not be able to apply for an apprenticeship. Here is a few things to include:

- Personal Statement - Try to give them an impression of who you are as a person, your strengths, and why you're interested in a roofing career
- Key Skills
- Work Experience - If you don't have work experience you can include any experience you gained on work placements with your school or any volunteering experience (Duke of Edinburgh, National Citizenship Service (NCS) volunteering to help friends and family)
- Extra Curricular Activities - This is a great opportunity to show off any additional activities you've been involved with
- Qualifications
- Hobbies & Interests - Sharing a few lines about your interests helps employers get a sense of your personality

Don't forget to include your name, date of birth, address, telephone number and email address



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Once you've completed the steps above, you can begin looking for your apprenticeship. Here's where to find them:

Talentview Construction

- Head over to talentview.org/construction.
- Create your profile page so employers can find you
- Choose the type of work you're looking for
- Search the list of regularly updated opportunities
- Set up handy alerts for job and training opportunities

Subscribe to job feeds / company alerts on company websites

Subscribing to job feeds means you find out about jobs first. Company alerts will keep you in the know when big changes happen with companies. While these alerts won't necessarily be about jobs, you can learn more about a company and find the jobs from there.

Use social media

Many companies are active on social media platforms. Try searching for their page to learn more about them and look out for job postings that may be advertised there, or interesting information that you can use in your speculative applications.

Send Speculative Applications

If you find a company that you would like to work for, but they are not currently hiring, you can send your CV and ask them to consider you in future when suitable roles become available. This can be emailed, posted or dropped off in person.