

Writing a Resume and a Covering Letter

Annually the ABBTF office in WA receives between 300-1000 resumes for Bricklaying Apprenticeships. We use this process to help fulfil vacancies on behalf of employers.

It is strongly advised that when candidates are writing resumes for specific positions such as a Bricklaying Apprenticeship, that they take the time to read the whole advertisement and then develop their own resume to reflect the requirements and criteria detail.

When the applicant is asked to provide a Genuine Reason for wanting to undertake a Bricklaying Apprenticeship, it is highly advisable that you draw on your own personal experiences relevant to any Bricklaying Trade Training, Knowledge or Experience.

Ideally your resume should include details of participation in one of the following:

- A Try a Trade – At school, at a career expo, at a training provider
- Work Experience, Work Trial or Previous Employment
- School Based Industrial Arts inclusive of Construction
- Construction School Based Vocational Training
- A Bricklaying Pre-Apprenticeship or Pre-Vocational Program
- An ABBTF Work Ready Program

In addition you should try to draw on actual real-life examples that demonstrate your work ethic, commitment, motivation, resolve and character. A drivers license and a white card are also highly desirable if not essential.

It is worth noting that many trades have been let down before by previous Job Seekers.

In this current building cycle trades will only put the time into training someone if they can demonstrate that they bring value to the team, learn fast, maintain a healthy attitude and perform under direction.

All candidates that apply through the ABBTF WA office that meet the above criteria will be responded to. Often this will lead to an opportunity to engage on site in work experience or an unpaid work trial of up to five days.

In many cases an extension of this trial period may come in the form of a paid Labouring position. When the employer is satisfied the candidates performance most will be offered an Apprenticeship.

Those that fall short of the criteria maybe guided into a local Bricklaying Pre-Vocational or Pre-Apprenticeship by ABBTF staff as to enhance the employability of the individual.



How to start a Work Trial, Work Experience or Apprenticeship Commencement

If you are working with the ABBTF in WA you may have received a list of potential Employers in your area to make contact with. The information below will help you get off to the right start with one of these Employers as to maximise your chance of being successful.

For some, speaking to people for the first time that they do not know can be a challenge. However you can build your confidence up by reflecting on your achievements as potentially you maybe in a position to add value to the team. It is a good idea to re-read your resume.

Most successful Apprentices that have engaged or have since completed, started where you are right now. It is an opportunity to sell yourself, an attribute that you will need to foster over your whole working life.

Below are some pointers for you to get off to a good start:

When calling be sure to:

- ✓ Introduce yourself by name and confirm who you are talking to.
 - ✓ Explain Your Reason for Calling – “To see if there is an opportunity to undertake a Work Trial as to demonstrate your skills and commitment”.
 - ✓ Mention any Construction Program or Work Experience you have participated in.
 - ✓ You are working with the ABBTF to get a Bricklaying Apprenticeship.
 - ✓ Find out what time you need to be on site, how to get there, what you need to bring and approximate finishing time.
1. Get a good night sleep the night before, set your alarm/s, have your work gear ready inclusive of meals and water.
 2. Plan to Arrive 10-15 minutes early every day. This demonstrates your keenness and avoids lateness through traffic issues or getting lost
 3. If you arrive early there is “Always” something to do on site – Cleaning Up, Starting Mixers, Sorting etc (take advice from the Employer first)
 4. Check to see what the Mobile phone usage policy is before you start.
 5. Look after yourself and others on site. Use sunscreen, hats, gloves, long sleeve shirts if you can get one, glasses and stretch before and after the day
 6. Towards the end of the week get some feedback from the Bricklayer/Employer. Be sure to provide them with the attached “Wages Support” flyer we have provided.



If for any reason things do not work out and you are still keen to undertake a Bricklaying Apprenticeship do not be dismayed. The purpose of undertaking a Work Trial is not only for the Bricklayer to meet yourself and see what you potentially bring to the team, but also an opportunity to see if you feel comfortable with them.

Bricklayers are just like any other Employer, they can have different standards and expectations and in this fast-changing market and economy, an opportunity may expire in line with work availability without prior notice. However if you remain keen and are focused the ABBTF will help you all of the way and eventually the right employer will be found.

