

Applying to Trades

- 1 Choose a Trade**

Visit [Tradesecrets.alberta.ca](https://tradesecrets.alberta.ca) and choose from over 50 designated trades and occupations.

- 2 Check Eligibility**

Check eligibility requirements online at [Tradesecrets.alberta.ca](https://tradesecrets.alberta.ca).

- 3 Find an Employer**

You will need to find an employer with a Journeyman tradesperson on staff who is willing to take you on as an apprentice.

- 4 Complete Application**

Complete your apprenticeship application and contract to become an apprentice at [Tradesecrets.alberta.ca](https://tradesecrets.alberta.ca).

- 5 Get Paid to Work**

Work as an apprentice until you are eligible to attend training at Northwestern Polytechnic.

- 6 Apply to AIT**

Apply to Apprenticeship and Industry Training (AIT) to attend training. Accept a seat at one of the institutions provided to you by AIT.

- 7 Finance your Education**

Research your options to pay for training. [Northwestern Polytechnic's Financial Aid](#) team can help you with this!

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POLYTECHNIC**



1-888-539-4772 // NWPolytech.ca

How To Get Hired

1 Job Search
Use online job searches, go to career/job fairs, connect with employers, check employment centres and job boards ([like the one at Northwestern Polytechnic](#)). Create a list of potential jobs where you would be able to work under a journeyman as an apprentice.

2 Review for Requirements
From the postings, look at the characteristics they are seeking in an employee. Do you meet the requirements?

3 Write a Resumé and Cover Letter
Ensure that you highlight the characteristics you have that they are looking for. Go to an employment centre or visit alis.alberta.ca to get tips on writing a great resumé and cover letter.

Try to tailor each resumé and cover letter to the individual job posting to show you are addressing exactly what they are looking for.

Have people look over your documents before submission. Ensure there are no typos or grammatical errors.

4 Submit
Send in your application.

5 Follow Up
Contact the employer in a couple of weeks to follow up if you have not heard from them. Check if they received your application. If they filled the position or didn't give you an interview, ask if it might be possible to find out the reason and if they can share areas of improvement so your next application can be stronger.

6 Be Persistent
Continually improve your job application skills and interview skills. Practice, follow up, request feedback, improve, and keep trying. If you are struggling, consider looking for a [pre-employment certificate](#) or training program that might give you the edge on your application!

