

Looking for apprenticeship positions – the first contact with a company

On the whole, the search for an apprenticeship position is very similar to the search for employment. You need to be both patient and determined.



HOW DO YOU APPLY FOR AN APPRENTICESHIP POSITION?

Open apprenticeship positions can be found in daily newspapers or on company websites. Starting in September of each year, careers advisers also post the list of apprenticeship positions at www.berufsberatung.ch/lehstellen, www.orientation.ch/apprentissage, www.orientamento.ch/tirocinio. This list shows all of the vacant apprenticeship positions available in your region.

Call the company to find out if the apprenticeship position is still available and whether you can apply for it. This will enable you to send your cover letter and full application file either by postal mail or online directly to the person in charge.

WHAT REACTIONS CAN YOU EXPECT?

The company may have received so many applications that it will first send you confirmation of receipt, asking you to wait for a more concrete reply.

The company may invite you to take an internal aptitude test. If you get a good score, then you will go on to the next round of the application process. Otherwise, you will receive a letter informing you that you have not been selected.

The company may want to meet you and invites you to do a pre-vocational taster or practical assessment.

The company may want to meet you and invites you to an interview.

The company may not react at all. Sometimes dozens of young people apply for the same apprenticeship position. Companies do not always reply to all applicants.

The company will inform you that you have not been selected.

“Sometimes it stressed me out. I would prepare a CV, put a lot of time and energy into it and I wouldn’t even get a single reply. Nothing at all.”
Wafa



“I almost didn’t send the first CV at all. I kept checking it over and over again to make sure that everything was correct and looked nice.” *Maida*
