

There are ways prospective applicants can build an application portfolio that will increase their chances of becoming selected for apprenticeship.

... Building an Application Portfolio

- **Construction Related Volunteer Opportunities**

Participating in these efforts shows commitment to community and your ability to work alongside others with tools. This is a great way to build the “hands-on” portion of your resume if you do not have prior trade-related experience. Document your hours and request a letter of recommendation if you feel you have earned one.

- **Industry-Related Classes**

Industry-related classes will show your investment and motivation to learn more about the trades. A large number of industry-related classes such as welding, blueprint reading, basic electrical theory, and woodworking are available at local community colleges.

- **Pre-Apprenticeships**

Pre-Apprenticeships expose students to all of the building trades, and help students to become familiar with terminology, hand and power tool use, construction safety, and more.

- **Documentation of Hobbies**

Do you like to build and fix things? Do projects around the house? If so, take photos of your work, and add captions that describe the work you performed. Before and after photos are great. Include these with your application for apprenticeship.

- **Industry-Related Work**

Build a documented history of working with tools or with construction materials, performing physical labor such as digging ditches, or working outdoors in all weather conditions. Include letters of recommendation that are signed and dated by the author, and on letterhead when possible. This demonstrates work ethic, attitude, and physical and mechanical ability.

When you apply, include a cover letter, letters of recommendation, and a skills-based resume in addition to submitting documentation that you meet the minimum program requirements. This will help your application stand out.

There are several **pre-apprenticeship programs** which are recognized by Oregon's Bureau of Labor and Industries or Washington's Labor and Industries. Completing a pre-apprenticeship shows your commitment to succeed, and to pursue a life-long career rather than simply a job. This could help to make you more competitive.

| Oregon | |
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| Constructing Hope | www.constructinghope.com |
| Job Corps | www.jobcorps.gov |
| Oregon Tradeswomen, Inc | www.tradeswomen.net |
| PCC Pre-Trade Orientation | www.pcc.edu/programs/apprenticeship/pre-trades.html |
| Portland YouthBuilders | www.pybpd.org |
| Washington | |
| New Market Construction Trades Program | www.newmarketskills.com |
| For more options in Washington visit: www.ini.wa.gov/TradesLicensing/Apprenticeship/About/IntroProg/ | |

Construction Related Volunteer Opportunities

Volunteering for a construction-based charity is a great way to build the hands-on portion of your resume with skills relating to tool-use and working on a crew.

Document your own hours. A letter of recommendation from one or more of these organizations will strengthen your application portfolio.

- Habitat for Humanity * www.habitatportlandmetro.org
Jonathan Heyse, 503-287-4649 x30, jonathan@habitatportlandmetro.org
Habitat for Humanity is dedicated to fostering home ownership and improving our community by building simple, decent, affordable housing with a neighborhood emphasis.
- REACH Community Development * www.reachcdc.org
Cynthia Lockett, 503-231-0682 x166, cluckett@reachcdc.org
REACH has ongoing opportunities for gaining experience through construction related volunteer work. REACH's mission is to provide quality affordable housing and opportunities to individuals, families, and communities to thrive.
- Rebuilding Together*Washington County
www.rebuildingtogetherwashingtoncounty.org
Joan Goldhammer, 503-644-4544, rtwc@aracnet.com
Rebuilding Together * Washington County, Oregon is a non-profit housing rehabilitation organization dedicated to partnering with the community to repair and rehabilitate the houses of the low-income homeowners in Washington County. Preference is given to elderly, disabled and families with dependent children homeowners. All work is performed free of charge to qualified, selected homeowners.
- Hands On Greater Portland * www.handsonportland.org
Everyone can do something for the community. At Hands On Greater Portland, we develop this potential in volunteers. We connect them with opportunities to feed the hungry, teach our children, house the homeless, restore our environment and meet other important community needs.
- Metropolitan Family Services * www.metfamily.org
503-232-0007 x105, volunteer@metfamily.org
We encourage you to join our 1,900 skilled and caring volunteers who contribute 173,000 hours in the Greater Portland, Oregon region. MFS makes connections that strengthen the lives of 37,000 low-income individuals and families each year.
- Community Energy Project * www.communityenergyproject.org/volunteer
Danielle Bartolomucci, 503-284-6827 x112, volunteers@communityenergyproject.org
If you would like to do "on the ground" work, take pride in doing a job right, and are familiar with basic tools, this is a great position. Using energy saving materials such as silicone-acrylic and rope caulk, interior vinyl storm windows, and door weatherstripping, individuals and teams of volunteers weatherize the homes of 230 seniors and people with disabilities every year. We provide training for all of our volunteers before heading out to the homes.