Good Morning,

Thank you for your interest in Apprenticeships.

Due to the current circumstances, we are currently working from home so we can be contacted by email.

I have attached a CV template; I would like you to **carefully look through** the attached template to ensure you include all the suggested and necessary information on the template, on to your CV which will make it the very best it can be.  Please could you email your updated CV to [Bbucci@kirkleescollegel.ac.uk](mailto:Bbucci@kirkleescollegel.ac.uk).

I can keep in touch with you, by keeping you up to date with vacancies and sending your CV to potential employers, however nothing is guaranteed. The more proactive you are, the more chance you will have in securing employment. Apprenticeships are very competitive, so don’t be disheartened if you don’t get shortlisted or aren’t successful at interview, just keep going!

In addition, just in case you wished to look into Full time Courses, there may still be availability and to keep your options open, please click the link <https://www.kirkleescollege.ac.uk/course-search/?search=&study=1618> and if you see a course that is of interest, telephone **01484 437070**.  If you wish to apply for a part time course, the telephone number is the same **01484 437070.**

Due to the circumstances some employers have put recruitment on hold but you should regularly check the below websites, more vacancies will become available within the next few months, and new ones will be added throughout the year.

* **Kirklees College Vacancies on Website -** [**https://www.kirkleescollege.ac.uk/apprenticeship-vacancies/**](https://www.kirkleescollege.ac.uk/apprenticeship-vacancies/)
* **Find an Apprenticeship Website –** [**www.gov.uk/apply-apprenticeship**](http://www.gov.uk/apply-apprenticeship)
* **C&K Careers Recruitline website –** [**www.ckcareersonline.org.uk/recruitline**](http://www.ckcareersonline.org.uk/recruitline)

You should also:

* **Look directly on employer websites**
* **Search local press adverts**
* **Give your CV to local companies**
* **Speak to family and friends**

If you have changed your mind, or you have secured your own employment, please let me know.

Many thanks

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| **Bethan Bucci** Apprenticeship Recruitment Advisor |
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| [www.kirkleescollege.ac.uk](http://www.kirkleescollege.ac.uk/) |
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