**Youth Apprenticeship Job Posting**

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| **Business Contact:**Name  | **Insert Logo Here** |
| **Job Title** |  |
| **Responsibilities**  | **What will the students be learning? Position opportunities?** |
| **Qualifications** | **What skills or background would you like students to have?** |
| **Wage Range** |  |
| **Business Hours:** | Hours of Operation: ?Anticipated work schedule: ? |
| **Steps to Apply** | 1. Speak to your STC coordinator first about the position and expectations.
2. Update your resume using the provided template connected to the skills listed in this posting. Make sure to list that you are enrolled in the Dane County Youth Apprenticeship program.
3. **Send your Cover Letter and Resume to Josh Fassl (****jfassl@dcsc.org****) who will forward (cc you) to our HR contacts.**
4. **Apply for the job by uploading your Cover Letter and Resume @ (Business website if applying online?)**
5. Complete your Youth Apprenticeship application if you have not already done so.
6. [Follow-up](https://docs.google.com/document/d/1RQlKr-Aqa3hzd_qSXNq4DFV8oSwe4vXsJXXD21V8wjw/edit?usp=sharing) with the HR contact in 2-3 business days if they have not reached out to you.
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| **Sample Cover Letter / Resume Templates** | <https://docs.google.com/document/d/19DyP3a7RM30x5IKIBpoYuOn0J6onudHzGg2AaEazPM0/edit?usp=sharing> |