

# Missouri Apprentice Connect



Missouri Apprentice Connect is a free online resource connecting students with employers offering apprenticeship opportunities within the state. Candidates can create a profile, upload cover letters and resumes, and apply to apprenticeships directly on the site. Getting started is easy; simply follow the instructions below.

## Register for your free Missouri Apprentice Connect Student Account

1. Visit [www.moapprenticeconnect.com](http://www.moapprenticeconnect.com).
2. Click "Login/Register" in the upper right-hand corner of your screen.
3. Select "Apprentice" as the account type.
4. Complete the rest of the fields and click "Create User."
5. Click "Manage Your Profile" in the tan box on the right side of your dashboard.
6. Fill your profile out as completely and accurately as possible. Select your relevant skills in the "Skills" portion of your profile. (There are some required fields that are for reporting only.)
7. Upload your resume and samples of your work in the "Resume" tab.
8. Once your profile is completed, click the green "Save" button.

When you apply to an apprenticeship on Missouri Apprentice Connect, employers can view your profile and uploaded documents. That is why it is important to complete your profile and keep it updated.

## Search for Apprenticeships

1. Click "Login/Register" and login with your username and password.
2. Complete the "Advanced Apprenticeship Search" on the right side of your workspace.
  - a. Select and enter the criteria of your choosing—you don't need to fill out all the search criteria.
3. If you would like to save your search, click "Save This Search" in the upper right-hand corner of the search results page and enter a name for the search.
4. After saving, the search name will be listed under "Saved Searches" in your student dashboard.

## Be the First to Know

Want to receive text message alerts when new apprenticeships are added to your saved searches? Save your number to your profile and then opt in for texts.

## **Apply for an Apprenticeship via Missouri Apprentice Connect**

Once you've found an apprenticeship you are interested in, you can apply directly on Missouri Apprentice Connect.

1. Make sure you fill your profile out as completely and accurately as possible to give potential employers all the information they need to hire you.
2. Click "Learn More" located under the apprenticeship description.
3. Click "Apply For This Apprenticeship" located in either the tan box to the right of the posting or at the bottom of the apprenticeship posting.
4. Write or paste a cover letter to the company you are applying to in the box provided.
5. Either upload a unique resume or select one of the resumes you've uploaded to your student profile.
6. Click "Apply For This Apprenticeship" again to submit.

Remember, the resume(s) you've uploaded to your profile will be visible to employers when you apply.

**For further assistance, contact:**  
Missouri Apprentice Connect  
[info@MOApprenticeConnect.com](mailto:info@MOApprenticeConnect.com)  
(573) 634-3511