

Build your Application Portfolio



Construction Related Volunteer Opportunities

This is a great way to build the “hands-on” section of your resume if you do not have prior trade-related experience. Document your hours, the tasks performed, and tools used.

Some examples:

- Community Energy Project - www.communityenergyproject.org/about-us/staff-volunteer-opportunities/
- Habitat for Humanity - <https://habitatoregon.org/get-involved/volunteer/>
- Hands On Greater Portland - handsonportland.org
- REACH Community Development - reachcdc.org/take-action/volunteer
- The Rebuilding Center - rebuildingcenter.org
- Rebuilding Together - rebuildingtogether.org

Industry-Related Classes

High School CTE and STEM classes; Industry-related classes are available at local community colleges and the Rebuilding Center. Look for classes such as Electrical Theory, Intro to Circuits, Welding, Blueprint Reading...

Pre-Apprenticeships

Pre-Apprenticeships expose students to different building trades and help students become familiar with terminology, hand and power tool use, job expectations, construction safety, and more. Find a current list here: bit.ly/bolipreapps.

- Constructing Hope - constructinghope.com
- Job Corps - jobcorps.gov
- Oregon Tradeswomen - tradeswomen.net
- PCC Pre-Trade Orientation - pcc.edu/programs/apprenticeship/pre-trades.html
- POIC - portlandoic.org/construction
- Portland YouthBuilders - pybpdx.org

Projects

Plan and complete a project. Look for something you can afford, or a project that uses recycled materials. You can get project ideas from these websites, or website that are similar:

- The DIY Network - diynetwork.com/how-to
- Instructables - instructables.com/workshop/projects
- eHow: ehow.com/home/outdoor-building

Most communities have tool libraries which allow you to check out tools. An internet search will yield some results. You can also check out localtools.org, although this site does not list all tool libraries.

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 and the tools you used. Before and after photos are great. Include these with your application for apprenticeship.

Networking

These organizations welcome pre-apprentice participation in their community volunteer events and meetings. Check out the event calendar at ibew48.com/calendar

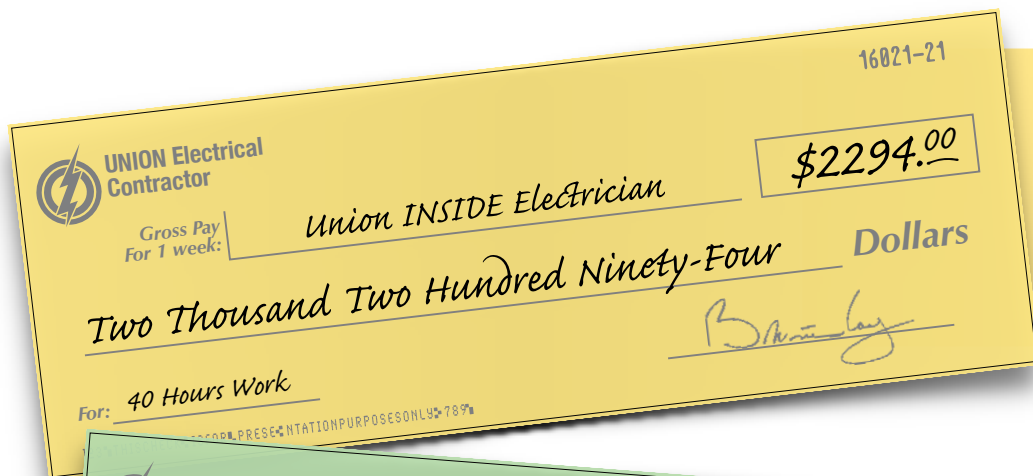
- **EWMC (Electrical Workers Minority Caucus)** - Please call or e-mail Aaron Barber-Strong for more information: aaron@ibew48.com; 503-688-3079; facebook.com/EWMC48
- **RENEW (Reach out and Engage Next-gen Electrical Workers)** - facebook.com/RENEW48
- **Local 48 Sisters in Solidarity** - <https://www.facebook.com/groups/Women48>

Entry-level Positions (employment)

To perform electrical work you must be a licensed electrician or a registered apprentice. NECA-IBEW has an entry-level position called a Material Handler; More info: nietc.org/applicants/preparing-to-apply/improving-your-qualifications. Any employment incorporating tool use and hard work will be good experience.

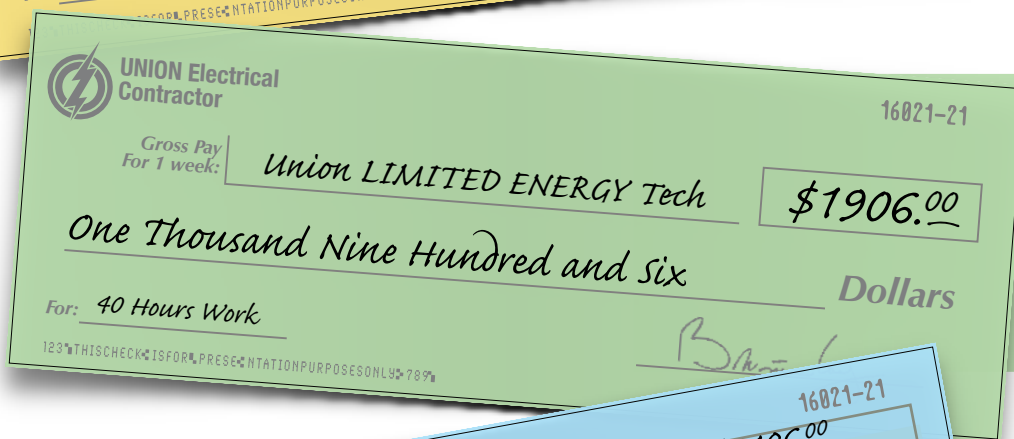
The Types of

ELECTRICIAN



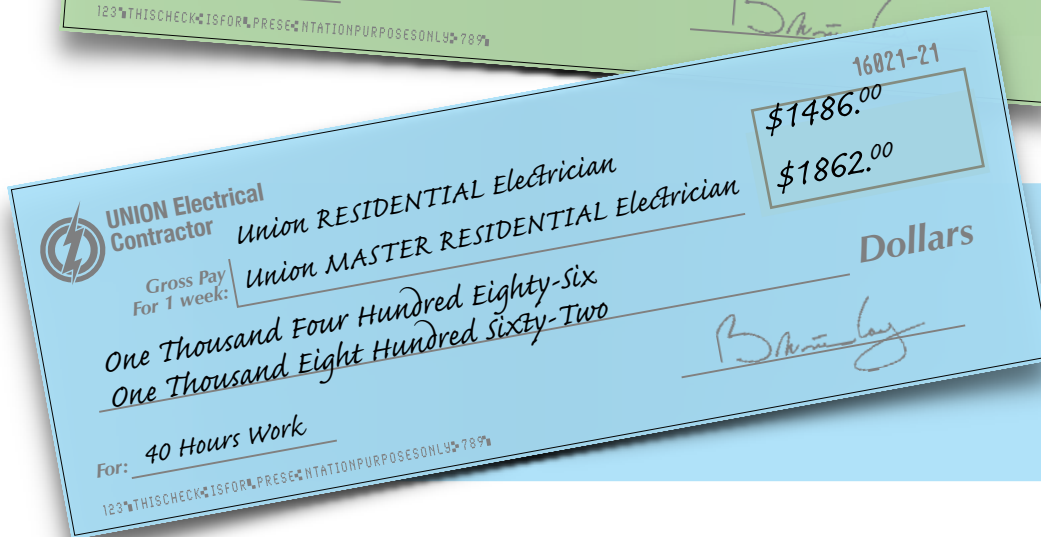
8000 hour program

\$57.35 per hour on the check
plus \$28.14 per hour in benefits
Total: **\$85.49 per hour**



6000 hour program

\$47.66 per hour on the check
plus \$22.22 per hour in benefits
Total: **\$69.88 per hour**



4000 hour program

\$37.15 per hour on the check
plus \$18.52 per hour in benefits
Total: **\$59.78 per hour**
Work 4000 more hours and become a
Master Residential Electrician
earning **\$46.56 per hour** plus **\$27.54**
per hour in benefits
Total: **\$78.20 per hour**

What does a Union Electrician Do?

Electricians install, repair, and sometimes design electrical systems for providing light, climate-control, security systems, heat, and many other functions.

The majority of electricians work in the construction industry or in maintenance.

Electricians begin each job with an understanding of any specific requirements for that project. Requirements might come from laws and building codes, or from customer needs, or even instructions for complicated devices and systems.

In a commercial building, an Inside Electrician may install piping systems to hold the wiring, along with the electrical devices such as lights, heaters, and motors.

A Limited Energy Tech might install data cabling from a data closet, through the walls and ceiling to each location that needs internet access, or install automatic door locks for and access control system.

Residential electricians will often drill holes through wood studs to feed cables with multiple wires to supply power to all the devices in a home.

Being an electrician can be physically demanding. They have to manipulate heavy conduit, be on their feet for most the day, and they have to work in difficult places like on ladders or in small spaces. They could work in a variety of conditions, from outside, where they're exposed to the elements, or in cramped places. Their work is potentially hazardous as well, as they are exposed to electrical shocks, falling from scaffolding, or cutting themselves with sharp tools. They have to adhere to strict safety guidelines and be alert. Some electricians have to be willing to relocate when construction sites are in remote locations.

The majority of union electricians work normal hours, though they may be called upon to work overtime to complete a project. Some electricians have to be willing to relocate when construction sites are in remote locations. Maintenance jobs often have to be performed during evenings or weekends when commercial facilities are closed.

Inside Electrician

MA#1004

General Journeyman apprenticeship.

8000 hours of on-the-job training and 10 terms of school.

Upon completion of all program requirements, we refer apprentices to take the General Journeyman Electrician exam in Oregon and the 01 exam in Washington.

Limited Energy

MA#1053

Limited Energy Technician-A apprenticeship.

6000 hours of on-the-job training and 7 terms of school.

Upon completion of all program requirements, we refer apprentices to take the Limited Energy Technician, Class A License exam in Oregon and the 06 exam in Washington.

Residential Electrician

MA#1004

Limited Residential Electrician apprenticeship.

4000 hours of on-the-job training and 5 terms of school.

Upon completion of all program requirements, we refer apprentices to take the Limited Residential Electrician Journeyman License exam in Oregon and the 02 exam in Washington.

- Apprentices receive an automatic scholarship for tuition, books, and their first set of hand tools
- Apprentices earn credit through Mt. Hood Community College toward an associate degree
- Employer sponsored pension plans and comprehensive health care packages for the worker and their dependents

Apprentice wages are based on a percentage of the current prevailing Journeyman rate.
We advance apprentices to the next pay period when the apprentice has met all advancement requirements.

Inside Electrician Wage Advancement

Journeyman Rate as of 1/1/23: \$57.35

Pay Period	OJT Hours	% of JW	Pay Rate
1	0 - 1000	40%	\$22.94
2	1001 - 2000	45%	\$25.81
3	2001 - 3500	50%	\$28.68
4	3501 - 5000	60%	\$34.41
5	5001 - 6500	70%	\$40.15
6	6501 - 8000	85%	\$48.75

Limited Energy Technician Wage Advancement

Journeyman Rate as of 1/1/23: \$47.66

Pay Period	OJT Hours	% of JW	Pay Rate
1	0 - 860	50%	\$23.83
2	861 - 1720	55%	\$26.21
3	1721 - 2580	60%	\$28.60
4	2581 - 3440	65%	\$30.98
5	3441 - 4300	70%	\$33.36
6	4301 - 5160	80%	\$38.13
7	5161 - 6000	90%	\$42.89

Limited Residential Electrician Wage Advancement

Journeyman Rate as of 1/1/23: \$37.15

Pay Period	OJT Hours	% of JW	Pay Rate
1	0 - 1000	55%	\$20.43
2	1001 - 1750	60%	\$22.29
3	1751 - 2500	70%	\$26.01
4	2501 - 3250	75%	\$27.86
5	3251 - 4000	85%	\$31.58

Advancement to Master Residential Electrician

Master Residential Electrician Rate as of 1/1/23: \$46.56

Hours as JW	Pay Rate
0 - 1000	\$37.15
1001 - 2000	\$38.15
2001 - 3000	\$39.15
3001 - 4000	\$40.15

EDUCATIONAL REQUIREMENTS

One of the following:

- High school or college graduate with a minimum GPA of 2.0
- GED (after 2014) with a minimum combined score of 600 and minimum 150 on the math

* Must be algebra - not pre-algebra, geometry, calculus, etc.

And one of the following:

- 1-credit of high school algebra* with a C minimum or college algebra* with a C minimum
- GED (after 2014) math test score with 150 minimum score
- College placement test into Math 95 or higher
- Completion of the ETA online class, [Tech Math](#)

EDUCATIONAL REQUIREMENTS

One of the following:

- High school or college graduate
- GED (after 2014) with a minimum combined score of 600 and minimum 150 on the math

And one of the following:

- 1-credit of high school math with a passing grade
- College Math 20 with a passing grade
- GED (after 2014) math test score with 150 minimum score
- College placement test into Math 60 or higher
- Completion of the ETA online class, [Tech Math](#)



All programs are sponsored by NECA Oregon-Columbia Chapter and IBEW Local 48

- Must be 18 years of age at the time of acceptance
- If accepted, we assign apprentices to an electrical contractor for the minimum number of on-the-job training hours
- Employers require a substance abuse test and background check
- There is no guarantee of 40 hours of work per week
- Classes are held one day per week for two ten-week terms per year at the NECA-IBEW Electrical Training Center
- Geographical area covered: State of Oregon: Clatsop, Clackamas, Columbia, Hood River, Multnomah, Sherman, Tillamook, Wasco, Washington Counties and Yamhill County north of Section Line T45. State of Washington: Clark, Cowlitz, Klickitat, Skamania and Wahkiakum Counties.



APPLICATION PROCESS

WATCH THE ORIENTATION VIDEO:
www.nietc.org/applicants/apply/orientation-video/. Take note of the post-recording changes that are listed in the video description.

APPLY ONLINE:
www.nietc.org/application

REQUIRED AT TIME OF ONLINE APPLICATION:

- \$35 Application fee for the Inside Electrician and Limited Energy Technician programs, non-refundable; Debit or credit cards are accepted. The application fee is waived for individuals showing income below 150% of federal poverty guidelines or SNAP eligible. To request a fee waiver, email documentation to applications@nietc.org before you begin the online application process.
- PDF copies of transcripts and all supporting documentation showing that minimum program requirements are met

APPLICATION TIMELINE

The NECA-IBEW Electrical Training Center will notify applicants by email if they qualify or do not qualify. If the application does not qualify, we will email an explanation of the non-qualifying reason.

INSIDE ELECTRICIAN AND LIMITED ENERGY

1. If the application qualifies, applicants will take an aptitude test at the training center the month after we received their application. *Example: qualifying January applicants will test in February.*
2. If the applicant passes the aptitude test, the training center will email the applicant a notice of the date and time set for the interview. We will hold interviews at the training center. *Example: successful February test candidates will interview in March. Applicants who did not pass the aptitude test will receive an email and their application will be closed.*
3. The final ranking of new applicants will occur after the interview. We will email the applicant notifying them of their rank. *Example: candidates who interview in March will be placed on the ranked list in March*

LIMITED RESIDENTIAL ELECTRICIAN

1. If the applicant qualifies, the training center will email the applicant a notice of the date and time set for the interview. We will hold interviews at the training center. *Example: successful January applicants will interview in February.*
2. The final ranking of new applicants will occur after the interview. We will email the applicant notifying them of their rank. *Example: candidates who interview in February will be placed on the ranked list in February.*



MATERIAL HANDLER POSITION

A Step to Apprenticeship

Having material handling experience will enhance your application for the electrical apprenticeship program. Experience in the trade, and knowledge of the tools and materials that electricians use, are qualities that the interviewers value.

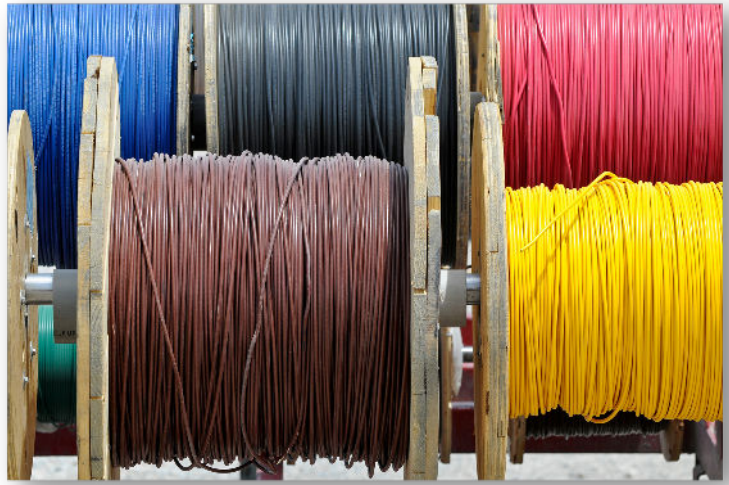
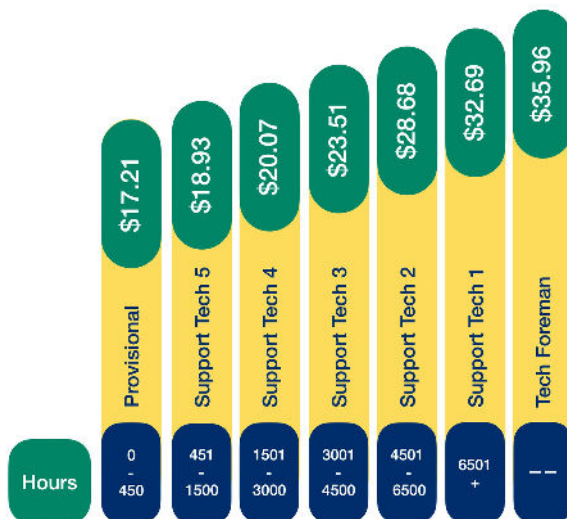
Material Handling provides you with:

- Knowledge of tools and materials
- Familiarity with jobsite operations
- Letters of recommendation
- Demonstration of work ethic

Material Handlers play a valuable role in the efficiency and management of the work site.

Scheduled Wage Increases

You will begin as a provisional Support Tech. After your first 450 hours of work, you will graduate to Support Tech 5 and receive a wage increase. These Tech levels and wage increases occur every 1000 -1500 hours until you top out as a Support Tech 1 at 6500 hours.



NECA-IBEW Local 48 Material Handler/Support Tech scope of work:

Handling of all materials, tools and equipment as directed by the employer at their shop. This includes the loading and unloading of materials and tools on the job sites to a central lay-down or material area and to specific locations on the jobsites for the convenience of employees, as directed by the foreman or journeyman on that jobsite.

Material handlers are allowed to work in lay-down areas on a construction site under the direction of a Material Handler Foreman as long as the Material Handler Foreman is under the direction of a Journeyman, Foreman, or General Foreman.

The material handler will be allowed on the jobsite for clean-up purposes. Once on the jobsite, the material handler shall not install electrical material or utilization equipment.

Your job may be to deliver materials to various jobsites around town, or you may work on one large jobsite every day, delivering and sorting materials.

Think of material handling as a lengthy job interview with the goal of earning letters of recommendation from the contractor which you can include in your apprenticeship application packet. Showcase your work ethic and positive attitude and learn as much as you can about the electrical industry.



Become an IBEW Member

After a 450-hour probationary period, you will become an IBEW Local 48 member. Attending union meetings is an excellent way to network with journeymen and apprentices.



James, Journey Inside Electrician

Health and Retirement

After your probationary period, you will receive health benefits for yourself and your dependents, and begin building pension plans. You will have access to the Employee Assistance Program.



HOW TO GET STARTED

Sign the Material Handler/Inside Support Tech book at the IBEW Local 48 Dispatch window. The best time to sign is M - F from 10 AM - 12 PM, and from 1 PM - 4:45 PM.

15937 NE Airport Way, Portland, OR 97230 (North Entry)

You will need to be at least 18 years old, have a driver's license, know your social security number, and be available full-time.

Once you have signed the book, you can find a job by doing one or both:

1. General Call:

- Check the website or call the job hotline daily
 - www.ibew48.com/dispatchers-report
 - 503-251-9134
- Look for *Provisional/MH/Low-Level* jobs (referred to as "calls") listed under *Material Handler/Support Tech*. There will not be a Material Handler section if there are no jobs available
- Come into the hall for dispatch; Sign in between 8:30 - 9:00 AM
- The qualified person closest to #1 on the book who shows up for the call will get the job
- The dispatcher will provide you with information about the job. You will be subject to pre-employment and random drug screening

2. Solicit your own work:

- Drop your resume off at NECA-IBEW electrical contractors and they may decide to hire you from the Material Handler book by name
- www.ibew48.com/resources/contractors has a list of NECA-IBEW contractors; not all contractors hire material handlers

Report READY TO WORK:

- Work boots
- Work clothes - Jeans/overalls, layers for hot or cold temperatures, rain gear. No shorts; shirts need to have a 4" or longer sleeve
- Lunch, snacks, water

COVER LETTER



NECA/IBEW Electrical Training Center
16021 NE Airport Way
Portland, OR 97230

Today's Date

Dear Apprenticeship Selection Committee,

This is your chance to show your desire to become an IBEW electrician, which is tougher to do on your resume.

Write the cover letter in two or three paragraphs.

Paragraph 1: State the apprenticeship you are applying for (Inside Electrician Program, Limited Energy Program, or Residential Electrician Program).

Paragraph 2/3:

- Focus on why you are excited to become an electrician, rather than any other trade
- Explain why the IBEW is important to you
- Provide a synopsis of why your skills and background will make you an asset to the industry

Final paragraph: In 2-4 sentences, end with a positive statement. Direct the reader to your resume and other materials in your portfolio. Thank the reader for their time and consideration.

Sincerely, (or Regards, Thank You, etc.)

Signature

Printed Name



Do an internet search of sample cover letters and resumes. This will give you some ideas when you are brainstorming about what you would like to include.

SAMPLE RESUME

First Last

123-456-7890 no_reply@example.com 1234 Main Street Anytown, State ZIP

Objective

Your objective should be focused and clear. Mention the specific position for which you are applying. Do not re-use an objective that was written for another job posting.

Summary of Skills

List skills that are transferable and any skills that show that you can work in environments similar to the position for which you are applying. Bullet points are an excellent way to use space efficiently and keep the information concise and readable.

Hand and Power Tools

- List any specific tools that you have experience with
- _____
- _____

Skills

- List other skills transferable to the industry such as good math grades, ability to work from heights or in tight spaces.
- _____

Experience

List any trade-related skills, even if you gained them through unpaid experiences such as DIY projects, volunteer work, CTE/STEM, or trade-related classes. You can list non-trade-related work experience in the Employment Section. Include dates of service.

Examples include...

- Volunteer work for a construction-related volunteer organization
- Work performed on personal residence
- Maintenance or mechanical work performed on personal vehicle
- List any trade-related employment, highlighting pertinent experience; you can add a more detailed description under Employment History
- _____
- _____

Employment History

Begin with your most recent job and then work back on your employment timeline. Be prepared to explain any employment gaps while in your interview. See an example format below.

Generic Electric, Portland OR

Material Handler - May 2019 - Present

- Safety protocols pertinent to the construction field
- Gathering materials and checking their status before the actual installation occurs; inventory of material stock
- Loading and unloading materials on the job site or at the shop
- Job-site housekeeping and maintenance

SAMPLE RESUME

Trainings and Certifications

In this section you can list any trainings or certifications you have completed. List the company or school that provided the certification, as well as the date achieved and date of expiration.

- Military
- Technical
- Industry Specific
- Industry Related
- Safety Training

Examples include...

- CPR/First Aid
- Forklift
- CDL
- OSHA Safety Training

Education

List the most recent first. You may include unfinished degrees, especially if you achieved good grades or took any advanced math or trade-related classes. A common format is shown below.

Degree/Diploma

Year

Name of School, City, State

Anything noteworthy such as extra-curricular activities or a high GPA

Volunteer Work and Hobbies

List any trade-related volunteer work or hobbies should under the Experience section. If your resume lacks content, you can add any non-trade-related activities under this section so that your resume provides more information about your interests.

Examples include...

- Eagle Scouts
- Non construction volunteer /community work
- Outdoor activities
- Musical Instruments

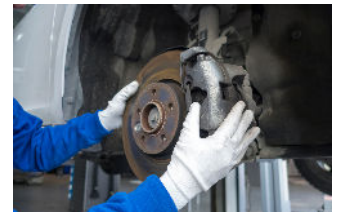
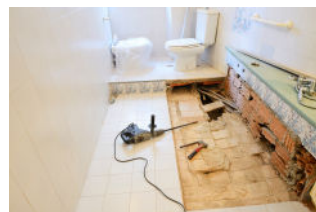
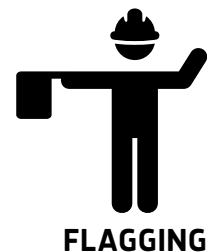
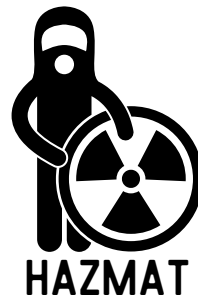
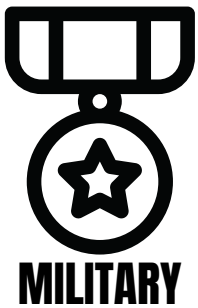
Other Tips:

- Don't worry about trying to fit your resume on one page, but avoid over 2 pages. Experiment with formatting and font size. Avoid using anything less than a 10 pt. font size.
- Our interview committees will not call references. Include letters of recommendation instead of listing references. The interviewers will review letters.

A ADDITIONAL

- Letters of recommendation
- Industry or technical certifications
- Photos of personal or professional projects
 - Add captions describing the tools and skills used
 - Before and after photos are great

- Letters of recommendation are important and are most effective when on company letterhead. This is an opportunity for someone else to showcase your work ethic.
- There is no minimum or maximum number allowed; focus on quality over quantity, and professional and industry recommendations over personal ones.



INTERVIEW TIPS

The interview is a ten-minute panel interview with 4-10 representatives from IBEW Local 48, the NECA-IBEW Electrical Training Center, and the National Electrical Contractors Association. You may bring an application portfolio with you to the interview. They will review your application form, transcripts, and portfolio, and you will answer four or five interview questions.

Your interview score determines your placement on the ranked list of eligible candidates. Your score is good for two years and you cannot reapply within that two-year period.

Application Portfolio

The panel will review anything you bring to your interview, such as a cover letter, resume, letters of recommendation, photos of trade-related projects or hobbies, and industry certifications. Because of the rapid pace and the high volume of interviews, it is important to draw their attention to your portfolio items that emphasize your work ethic, ability to work under pressure, and experience and skills that transfer to the construction industry.

Attire

Clean pants or jeans and a button-down shirt are appropriate. Good hygiene and grooming are important, but avoid excessive cologne, perfume, jewelry, and cosmetics.

Practice

Ask your friends and family to practice interviewing with you. The more you practice, the more relaxed and confident you will be in the interview.

Oregon and Washington WorkSource offices provide mock interviews.

Locate a WorkSource location in Oregon by visiting www.worksourceoregon.org/jobseekers.

To locate a location in Washington, visit www.worksourcewa.com.

First Impression

Our interview committees are invested in the future of the electrical industry. They are looking for candidates who are enthusiastic about joining the industry. A little nervousness is fine, and expected, but be sure to arrive prepared so you are not so nervous you cannot communicate effectively.

Smile, practice good posture and eye contact, and avoid nervous gestures like crossing your arms and tapping your fingers. A good way to avoid fidgeting is to fold your hands on the table.

IBEW Electrical Worker

Explain why you want to become an electrician — why not a carpenter, sheet metal worker, or plumber? Why is being a union IBEW electrical worker important to you? The selection committee is looking for team players and leaders who have a strong desire and drive to be an asset to the IBEW workforce.



INTERVIEW TIPS

Research

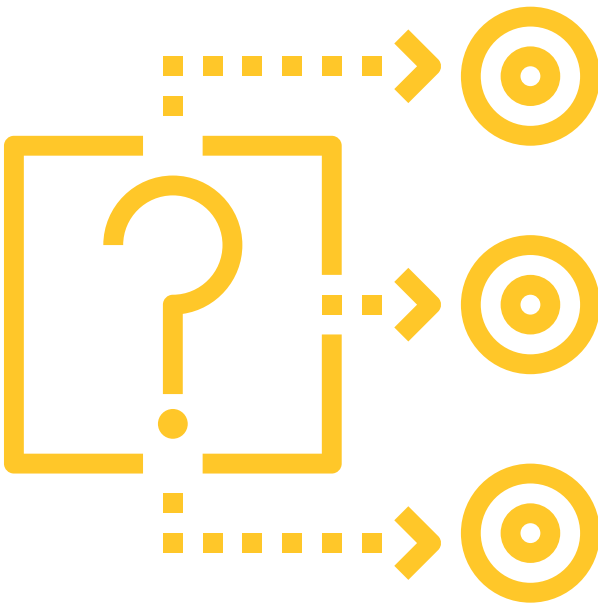
You should arrive at the interview with a thorough understanding of what electrical workers do, the environments they work in, and the details and expectations of the apprenticeship program. Here are some websites to help with your research:

- NIETC Orientation Video: www.nietc.org/applicants/apply/orientation-video/
- IBEW Local 48 Website: www.ibew48.com
- NIETC YouTube Channel: www.bit.ly/youtubenietc48

Responses

Keep your answers positive and specific, and avoid rambling. You have ten minutes - make them count by being succinct and focused while avoiding one or two-word answers. Ask for clarification if you don't know how to answer a question.

Interview Scoring Factors



Character and Attitude

- Punctuality
- Dress
- Presentation

Work Experience

- Trade-related? (use of hand and power tools, physical work, etc.)
- Length of service
- Documentation (letters of recommendation, awards, photos)

Education and Training

- Trade-related? (welding, blueprint reading, shop, CTE, or STEM classes)
- Math and science classes
- Pre-Apprenticeship
- Grades