

Work Experience



<https://www.youtube.com/watch?v=IDEWxfloSwo>

Your Work Experience

GET EXPERIENCE

**STAND OUT
FROM THE CROWD**



3rd – 7th July 2023

GET EXPERIENCE

**STAND OUT
FROM THE CROWD**



“80% of employers think work experience is essential and **would be more likely to hire** a young person with work experience over someone with none.”

Qualifications



Work Experience

Employability Skills

**Work Experience –
why is it
important?**



Opportunity to experience how work is different to school / relevance of school

Find out what you don't want to do – this is just as important

Trial a potential future career



Inspiration

Reference

Be treated as an adult – extra responsibilities

Contact with employers/ employees with a range of work experiences

Benefits to Employers of having Work Experience pupils



- Investing in the future
- Fresh point of view - a young person's opinion
- Staff development
- Helping young people understand how to act in the workplace – investing in future employees
- Increasing young people's awareness of their company

How to contact employers



- 1) By writing to them (Letter and CV)
- 2) By e-mailing them (Letter and CV)
- 3) By phoning them
- 4) By going into the workplace and asking to speak to a supervisor or manager

Writing a professional letter



A well written work experience application letter or email could make all the difference when it comes to being considered for your work experience placement. Not only will it help you to **stand out** from other applicants, but it can also help you be successful in gaining your chosen placement.

Writing a professional letter



- Who you are
- Your contact details – full postal address (including a phone number and email address if you have one)
- If you are applying by email, make sure your email address is suitable and not offensive to anyone.
- What school you are from
- The dates of your work experience
- What kind of role you are looking for
- Your career goals (and why this placement would help you)
- A little bit about yourself – like your skills, interests, hobbies if you are part of any clubs, teams or any achievements you have both in and out of school
- And importantly why you want this placement!
- Remember to be professional, polite and to always check your grammar, punctuation and any spelling mistakes.

Your Name
Your Full Postal Address
Date



Contact Name (if known)
Employers Name
Employers Full Address

Dear Sir/Madam, (or their name if known e.g. Mr/Mrs/Miss)

I am a Year 12 student from Park Hall Academy.

I am writing to enquire whether it would be possible to do a work experience placement with you for 1 week on 3rd to 7th July 2023 please.

I would love to gain some practical experience in (chosen field of Work Experience) as I really enjoy (insert reason). I am hoping this will be a career for me in the future and feel the experience you can provide me with will be valuable.

I have (insert relevant skills to the role). In my spare time, I like to (list relevant hobbies and interests). I'm also a member of (list any groups/clubs/activities).

I am a hard worker, who is (insert your qualities) and would love to have the opportunity to complete my work experience with you. I can be contacted on either my address shown above or on (insert email address and mobile number if you have one).

Due to current guidance (KCSIE 2022) I am unable to go on a placement where there is lone working. They have also asked me to find out if you have employer's liabilities insurance for the placement to take place. I would appreciate it if you could confirm this, please.

I look forward to hearing from you

Yours sincerely (if you start your letter with the person's name)

OR

Yours faithfully (if you start your letter with Dear Sir/Madam)

Sign here

Write full name

Template 1

Your Name

Your Full Postal Address

Date



Contact Name (if known)

Employers Name

Employers Full Address

Dear Sir/Madam (or their name if known e.g. Mr/Mrs/Miss ...)

Request for Work Experience 3rd – 7th July 2022

In July, Year 12 students are involved in one week of work experience. I am writing to see if it is possible to carry out my work experience at (insert name of employer), as I am very interested in a career dealing with (note the area of interest).

I am (add your age) years old and my interests include (list your interests). I also enjoy (list some area of interests related to this particular job).

I would love to have the opportunity to undertake my work experience at (insert name of employer) because (insert reasons).

If it is possible for me to undertake my work experience at (insert name of employer), I am available to attend an interview to discuss the details of the placement. I am available any time after 3.30 pm on weekdays or on Saturdays if convenient.

Due to current guidance (KCSIE 2022) I am unable to go on a placement where there is lone working or working just with one adult. They have also asked me to find out if you have employer's liabilities insurance for the placement to take place. I would appreciate it if you could confirm this, please.

I look forward to your reply.

Yours sincerely (if you start your letter with the person's name)

OR

Yours faithfully (if you start your letter with Dear Sir/Madam)

Sign here

Write your full name

Template 2

This paragraph must go into your letter -

Due to current guidance (KCSIE 2022) I am unable to go on a placement where there is lone working or working just with one adult. They have also asked me to find out if you have employer's liabilities insurance for the placement to take place. I would appreciate it if you could confirm this, please.

You cannot go on a placement where there will be only you and 1 adult.

You cannot go on a placement if the employer doesn't have liability insurance

HOW DO I WRITE A CV AND WHY DO I NEED ONE?

Top tips to get you started with your CV



What should I include in a CV?

The main sections to include are:

Contact details

Full name, mobile number and email address.

Profile / personal statement

A short paragraph, setting out your main skills and attributes.

Education and qualifications

Including type and grades (if you have not yet taken your exams, you can include predicted grades).

Work or volunteering experience

Details of any paid or unpaid employment or experiences and a short summary of tasks completed.

Skills and achievements

For example, IT packages you can use, any languages you speak.

Interests and hobbies

This section is useful if you don't have much work experience.

References

You may be asked to provide two referees that can provide a personal or professional reference.

Use a professional font consistently that is clear to read and a font size between 10 and 12.

Use clear spacing and bullet points.

Use section headings and make them stand out.

If you prefer, you can say 'References available upon request'.

Use your name as the title.

JOE BLOGGS

Contact details
Name: Joseph Andrew Bloggs
Mobile: 12345 67890
Email: jobloggs@email.co.uk

Skills & achievements
My main skills and achievements include:

- Add
- Add
- Add
- Add
- Add
- Add
- Add

Hobbies & interests
You could provide a **link** to explore your interests in a statement or paragraph in this section.

- Add
- Add

References

Name:
Relationship to you:
Contact email address:
Contact telephone number:

Name:
Relationship to you:
Contact email address:
Contact telephone number:

Profile
This section should contain a creative statement (around 200 words) that sums up who you are, what you hope to do and helps you to stand out as the right person for the job. It should provide the reader with a very quick overview of why you are interested in the role, any relevant experience you hold and any skills or attributes that are particularly relevant. It is your first chance to catch the reader's attention and will create the first impression of who you are.

Education & qualifications

Name of your school / college:
Dates attended 2020 – 2022:

- A level Sociology – Grade C (predicted)
- A level Music – Grade B (predicted)

Name of your school / college:
Dates attended 2020 – 2020:

- GCSE English grade 6
- GCSE Maths grade 5
- GCSE Science predicted grade 2

Work experience

Job title:
Company name and dates attended **eg.** June 2022

Provide an overview of the role and then list some of the main tasks completed or areas of responsibility.

- Task / area of responsibility
- Task / area of responsibility
- Task / area of responsibility

Job title:
Company name and dates attended **eg.** June 2020

Provide an overview of the role and then list some of the main tasks completed or areas of responsibility.

- Task / area of responsibility
- Task / area of responsibility
- Task / area of responsibility

Put your profile statement at the top under the title.

List everything in order of most recent first.

You can include any voluntary activities and unpaid work.

Finding your placement

Where should you go on Work Experience?



- Somewhere that's right for you!
- New experiences!
- Speak to family and friends to ask for suggestions
- Broaden your horizons – do not restrict yourself by staying local
- Competing with thousands of other pupils for the same placements
- First impressions count

- What companies can you approach?
- Back up placement?

Over to you



Write your letter (templates on the shared area)

Write your CV (templates on the shared area)

- Find a placement that's right for you!
 - You finish at 12:30 today, make it a priority!
 - Don't be naïve, send your letter and CV to at least 10 different places
- Fill in placement form
 - **deadline Friday 31st March**

Over to you....



- Fill in placement form
 - deadline **Friday 31st March**