

FINDING AND APPLYING FOR WORK EXPERIENCE



Deciding where to apply for work experience

Thinking of ideas for work experience can be a challenge.

Rather than trying to find the 'perfect' opportunity, look for a placement that ticks as many boxes as possible.

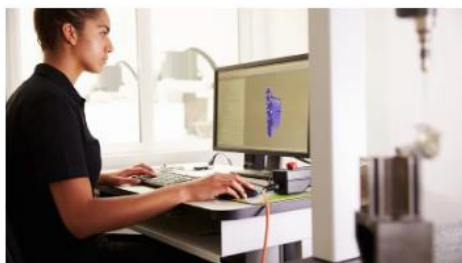
Instead of focusing on one specific job role, consider the wider career industry.



Log into Unifrog and find the **Get on the ladder** series.

There are 15 guides so pick the one that interests you.

The guide will give you ideas on the sort of work experience opportunities that you could explore but it won't give you direct contacts.



Get on the ladder: engineering

Insider tips on how to get relevant experience

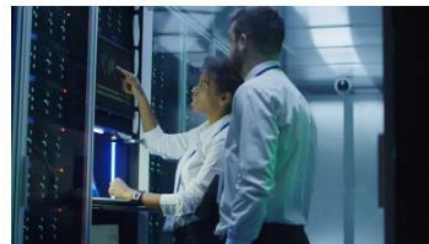
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Get on the ladder: science

How to get a foot in the door

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Get on the ladder: IT and software development

How to take your very first steps towards a career in IT and software development

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Get on the ladder: marketing, advertising, and sales

How to get experience without experience

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Get on the ladder: business and management

How to get experience without experience

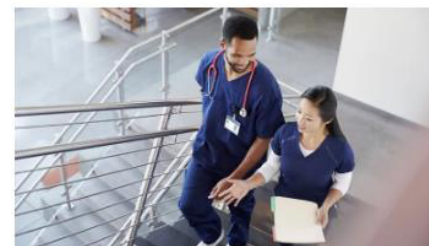
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Get on the ladder: performing arts

Learn about how to get into this competitive career

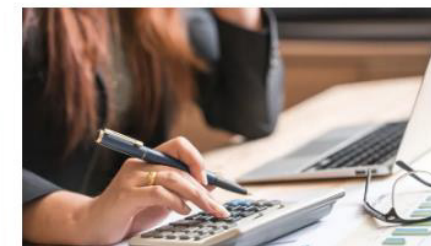
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Get on the ladder: healthcare

Tips on starting a career in healthcare

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Get on the ladder: financial services

Find out how to take your very first steps towards a career in finance

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General places that offer work experience

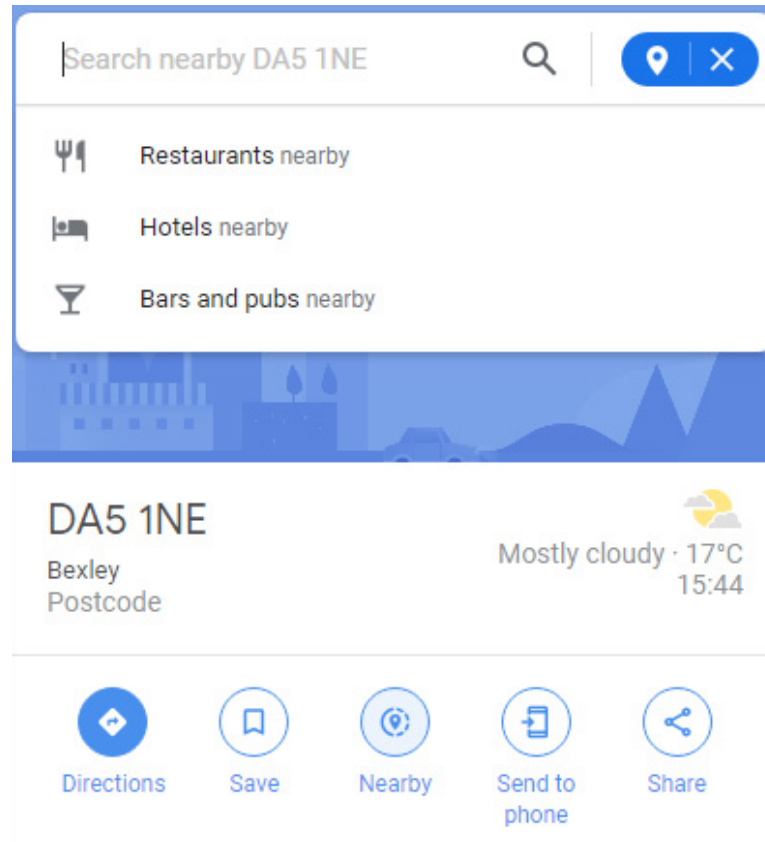
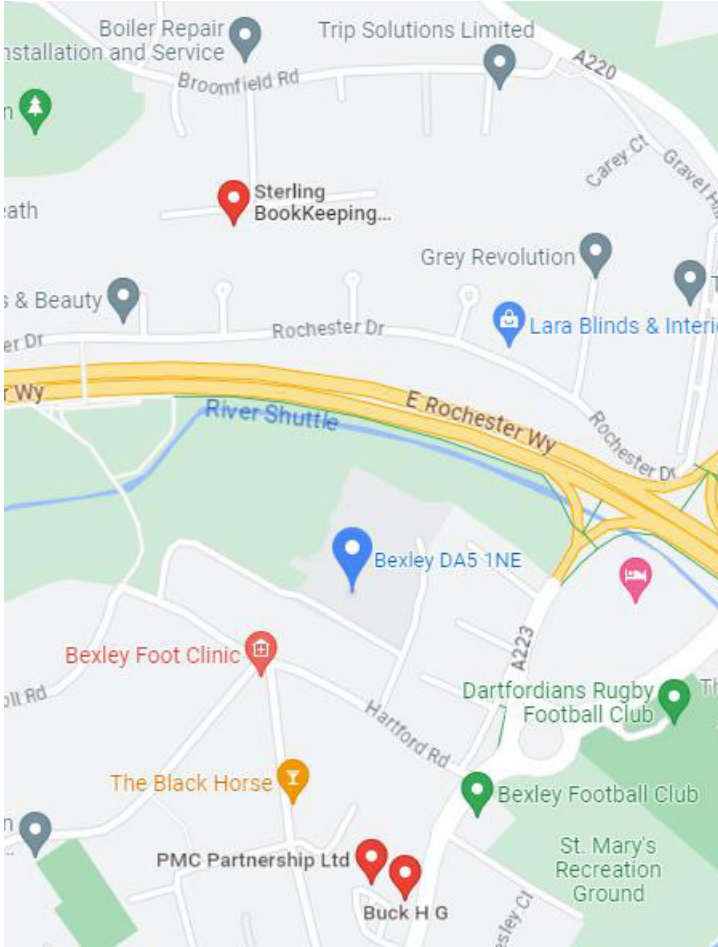
If you don't know what subject particularly interests you there are general places that you can look for work experience: primary schools, supermarkets, department stores, libraries, and local councils.

If you're interested in medicine, pharmacies will often offer work experience placements.



Your local area

Think about the places of work in your local area that fit in with your aspirations.



You can even use Google Maps.

Put in your postcode and click Nearby.

Put the sector that interests you into the search box and it will show local companies that you can approach.



Make a list of companies to approach

Once you've thought about the wider career industry, have researched ideas of the types of work places and looked at your local area, **make a list of between 5 and 10 companies and workplaces that you're going to approach.**

You need to be able to travel to your placement, so think about where you can get to easily and safely. How would you get there and how long will it take you?

Avoid sole traders – look at companies and businesses with offices – not people who are working from home.

Writing a CV

- Write a CV using the CV creator on Unifrog
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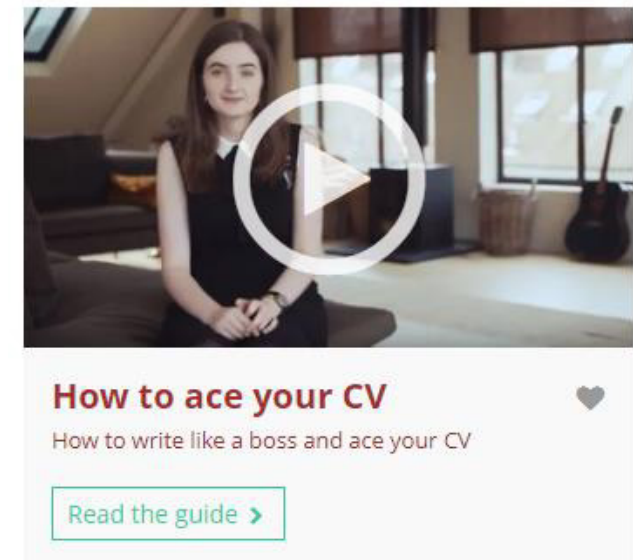


Don't worry if you can't write something in all of the sections – they are only guidelines – but think about what you can include.

- What clubs or activities are you involved in?
- What are the qualities that you have and that you can demonstrate? When have you shown communication skills or reliability? Are you a team player?
- Who could you ask for a reference? Perhaps the teacher of a subject that relates to your aspirations, your form tutor, Mr Parkes or Ms Adeoye (ask their permission).
- Use your school email address – it looks more professional.

Write a covering letter or email

- Use the Unifrog guide: How to write a winning cover letter.
- Explain why you are interested in doing work experience within the sector and with the company.
- Make sure that everything is spelt correctly!
- You can send your CV and covering letter to Careers on **workexperience@beths.bexley.sch.uk** or bring it to the Careers Office if you want us to check it over.



Applying for Work Experience

Contacting employers by phone or email

Once you've got your CV and covering letter, and you know who you want to approach, then you need to contact them.

Use the **How to make a phone call** and **How to write a letter or email** guides.

When you contact the company, find out who the person is who decides on work experience, and ask for their email address. If you can, send your covering letter / email and CV to them personally rather than to a general email address

You want your email to be at the top of their inbox, so don't email just before a weekend, especially if there's a bank holiday.



Applying for Work Experience

Visiting potential work places

Some companies, like banks, are difficult to email or call, but good if you go into the branch, so take your CV with you and get the details of the person who will be making the decision.

If you're visiting a work place, be professional and polite to everyone, and dress appropriately. Even if the person who you are speaking to isn't going to be deciding on whether to offer you a placement, they will still pass on their feedback.





Make it easy
for them to
say yes!

However you're contacting the employer, by phone, email or in person, make it easy for them to action your request. Give them all the information that they need without them having to ask.

If you don't hear from employers, then wait for a few days and then follow up politely. Be aware of bank holidays.