

Founded 1558



# Work Experience

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Work Experience Deadline is Feb 28<sup>th</sup>.

The work experience has to be related to a future field of study.

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Once you have obtained a work experience placement you will need to complete the attached approval form. See GoogleClassroom announcement for this Progression Session.

# Registering for work experience placements

Click the links below to register for companies that offer work experience placements.

Also take a look at the opportunities posted in the Year 12 Google Classroom.

[S4SNextGen](#)

[Uptree](#)



# How do I get a work experience placement

1. Find a company that you like
2. Create a CV- Use the one that you started in Year 11 as a template or use the attached template
3. Write a covering Email or Extended Cover Letter
4. The names of 2 referees- Head of Sixth, HOY, Subject Tutor, Current Employer



Do you have the correct email etiquette?

Click the [link](#) to find out if you have the correct email etiquette.

You will need to register with Barclays LifeSkills to take the email etiquette test.  
use your school email.



Have a go at writing a covering email template that you can use whenever you email potential new employers.

## READ THE HELPFUL TIP BELOW

- Unfortunately your mastery of group chats won't be so relevant when it comes to the workplace. Being able to adapt to the different styles and tones of emails is crucial to making a great first impression and will help you greatly on your path to success. Here are some tips to get you emailing with confidence:

### **Know your audience**

- The way you address a potential employer or work colleague is obviously very different to the way you speak to a friend in a private message. With employers, spelling mistakes are a red flag, as are poor structure, excessive length and being too informal.
- Try making your message clearer, more concise, and appropriate for your audience. This will ensure that the person reading it gets the message and isn't distracted from what it is you're asking or telling them.

### **Start with a name**

- Do you know the person by name? Have you met them? It's always best to address a person by name if you know it.
- 'Dear Elisabeth' would be appropriate for someone you haven't met or someone more senior, whereas 'Hi Elisabeth' would be suitable for a familiar contact or a person on your team who you talk to regularly.

## **Get to the point, but gently**

- The workplace is a busy environment, and inboxes are often full of emails, so it's best to make your point or request quickly and concisely. However, there's a fine line between getting to the point and coming across as rude.
- 'Dear Karim, We need those files' is too abrupt, whereas 'Dear Karim, Hope this email finds you well, I've been asked to collect the files on the Cunningham project...' comes across clearly and politely.

## **Sign-off**

- If you opened with 'Dear Sir/Madam' the correct formal sign-off is 'Yours faithfully' whereas a message to 'Mr Davies' should end with 'Yours sincerely'. Less formal sign-offs such as a simple 'Thank you' are more appropriate for people you have existing work relationships with, and if you can add a timely touch such as 'have a nice weekend' or a personal note such as 'enjoy the movie', all the better.

## **Check your tone**

- It's important to understand that often what you write doesn't always come across in the same way at the other end. Before you hit the send button on that massive email about a tricky subject: STOP. Go and do something else for a few minutes, then come back and read it over
- It's always a good idea to make sure that you've not been blunt or too casual and that what you intended to say is actually what it says on the screen. Also, remember to check your spelling and grammar.



# What else can I do today?

1. Check your current CV is up to date, or using the templates attached, begin to write one.
2. Have a look at examples of covering emails and Cover Letter
3. Start considering what work placement you would like to undertake and explore some websites.



What else can I do today?

Not sure about which field of  
work you want to go into?

Explore SACU again.

