

Work experience will give you a huge advantage in the world of work

It is a fantastic way to

- Develop new skills
- Increase your confidence
- Learn about different jobs
- Try something new
- Impress a prospective employer either onsite or virtually

First Steps

- Write a list of things you enjoy
- Research local employers
- Send letters, e-mails or make phone calls to companies
- Ask family, friends and teachers
- Use the internet - explore careers websites and different jobs

Skill and behaviours employers look for

- Communication
- Timekeeping
- Creativity
- Integrity
- Motivation
- Analytical
- Punctuality
- Trustworthy
- Leadership
- Computer skills
- Manual dexterity
- Multi-lingual
- Confidence
- Teamwork
- Problem Solving
- Respect

Good luck from the Black Country Support for Schools

WORK EXPERIENCE

YOUR INTRODUCTION TO THE WORLD OF WORK

Make it happen!



Remember if applying by application

- Read the application form thoroughly before completing
- Apply by the closing date and follow any instructions e.g. Only use black pen
- Research the company - what do they expect from their employees?
- Include your skills, achievements, work experience, qualifications, hobbies and interests
- Only include positive information about yourself, don't include irrelevant information
- Be honest - never lie
- Before sending an application check the spelling and grammar, it also must look neat and tidy.

Telephone prompts

Have a pen and paper ready before you make the call

"Hello my name is"

.....

"I am currently studying at (school name)"

.....

"Could I speak to the person that deals with work experience please"

.....

"I am interested in doing a work experience at your company because"

.....

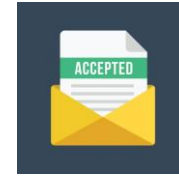
"I am interested in finding out more about this industry/job"

.....

"Thank you for your time"



Letter or E-mail example



I am currently studying for a variety of GCSE's. I enjoy English and maths lessons; however, my health & social care lessons particularly inspire me. I am really enjoying learning about early year's development. I also find drama exciting as it allows me to use my communication and creative skills.

I enjoy a challenge and will be starting my Duke of Edinburgh's Award later this year. I have chosen to participate as this will enable me to develop key leadership and team working skills. I am a fast learner and have a very attentive, patient and friendly personality. I enjoy taking care and reading to my younger cousins, they always respond positively to me. All of these factors have helped me to realise that working with children is the right career choice for me.

This example can be adapted to your work experience choice.