



Work Experience 16 - 20th July 2018 (5 days)

Work experience Team - Mrs J Mitchell/Mrs K Mitchell



School: 01943 608424 / Room C10



Year 10/12 Handy Hints to find a placement

Write down a list of jobs/career areas/hobbies you are interested in, then get online and make a list of local businesses that offer work in these areas. For example, if you live in Ilkley and you're interested in a law career, you could search "solicitors in Ilkley/Leeds/Bradford".

Search for local companies in the sector you are interested in. (Please be aware that some multi-national companies offer work experience schemes but they are very rarely at the same time as our work experience so it would be unlikely that you would be able to go - speak to Mrs Mitchell if you have a query).



You may want to find out:

- what they do
- how many people they employ
- have they won any new contracts
- who are their customers / where are they based
- if they are a family business or part of a larger organisation

Use the internet Use the National Careers Service website to search job profiles.

What are your favourite subjects? Ask for help making a list of related jobs.

English: Libraries, Press Officer, Solicitors, Advertising, TV & Film, radio

Maths: Banking, Accountancy & finance, Engineering

Geography: Environmental services, Development organisations, Charities.

Ask friends and family



Don't be afraid to ask your family or your friend's parents if they can offer you work experience, especially if you know someone who does something you are interested in.

BUT don't allow family to arrange everything, it's your work experience - they may arrange something that you are not interested in but you don't like to refuse the placement.



In person/telephone



Under the guidance of an adult call or visit companies you think may be able to help you.

Before you phone or call in, plan what you are going to say and what you need to ask. Have a pen and paper ready to write down what you are told and what you may need to do next. Use the phone in C10 so you don't need to use your personal mobile.

Ask to speak to someone about work experience and take the name of the person who you speak to.

E.g. "Hello, can I speak to the person who deals with work experience please? I'm enquiring about the possibility of organising a placement from the 16th July."

Say who you are and which school you attend.

Say why you are interested in the type of work the company is involved in and that you would like to learn more by spending your work experience placement with them.

How can the employer get back in touch with you with an answer (telephone, email, or letter)?

Be cheerful, polite and clear - you are representing IGS.

Be prepared to approach several companies - you may be rejected but don't take it personally.

The employer may want you to put your request in writing - use your IGS email (see below).

Go outside your comfort zone and phone or call in (make sure an adult knows what you plan to do) - the employer will appreciate it!



Writing a letter/Email

You may be asked to send in your CV and a short cover email or letter - use your school email, not a personal one. Year 10, you will be producing a CV in Citizenship - send that.

This will show that you are making the effort and will give a great first impression.

Make sure to say in your letter why you would like to work for that particular company and what you hope to gain from it - it shows you have done your research and are thinking about them - get an adult to check it over.

It's worth giving the company a quick call to find out who you should send your work experience application to - addressing your application to a named person always makes a difference.

We don't recommend contacting people through social media as their identity cannot always be verified.

If you have no idea what you would like to do or are having trouble finding a placement, please come to C10

[For help and advice, please come to C10 and speak to one of the Mrs Mitchells](#)