



Work Experience 17<sup>th</sup> - 21<sup>st</sup> July 2017 (5 days)

Work experience Team - Mrs J Mitchell/Mrs K Mitchell



School: 01943 608424 Ext 238 / Room C10

## Year 10 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.



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



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.

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 17th 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 (see below).

Go outside your comfort zone and phone or call in - 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. You will be producing a CV in Citizenship - use 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.

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.

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