

Name: _____ Tutor Group: _____

Work Experience

2017-2018

Write a CV/Covering Letter



Use the Job Sectors information on the Careerpilot website to research your career ideas:

<http://www.careerpilot.org.uk/jobs>



Use database: <http://ssp.learnaboutwork.net/> to help find a suitable placement. (Get logon details from your form tutor)



If the placement you want **is not on the database** then make sure that you complete Placement form fully. Return this to your form tutor



Contact employers to secure a placement - call / visit in person/send a letter & CV - find a placement prior to the Easter break



Complete Medical Consent/Placement Form - Return to



Once you have secured a placement complete the form and return to your tutor. **Deadline Friday 23 March**



Go on Work Experience - Dates: **Monday 16th – 20st July 2018**

Help / Support

- Your form tutor /Emma Higman (Careers Adviser)
- Careers Library - Books on CV's etc..
- Careers Advisor - unsure what you want to do next then book an appointment with Emma Higman, an Independent Careers Advisor via your tutor or come to Careers office in Huish Sixth on Tuesday lunchtime for a drop-in

Covering Letter/CV

You may find it useful to write a CV and a covering letter which you can use to approach employers. Some employers may ask you to send this to them when you make contact. If not, then you will find this useful when applying for work in the future. This is a lifelong skill worth learning. Once you have produced a CV you can keep updating it as you gain more experience and qualifications.

Information on CV writing and covering letters is included on the following pages.

Further help can be found on the National Careers Service website

<https://nationalcareersservice.direct.gov.uk/advice/getajob/cvs/Pages/default.aspx>

National Careers Service

We provide information, advice and guidance to help you make decisions on learning, training and work.

We are redesigning this service. If you had a Lifelong Learning Account you can still use your existing details to sign in. You'll be able to view your saved:

- CVs
- Skills health check reports
- action plans
- course searches

Job profiles

Find out what a job involves and if it's right for you.

Skills health check

Use our assessment to find out what kind of jobs could suit you and save your results.

Covering Letters

A *Covering* letter should be sent with any CV or application. Its purpose is to introduce you and it should briefly explain why you think you are right for the job/placement.

A *speculative* letter is used to let employers know you are looking for work or work experience. Some employers keep speculative letters and CVs on file in case a placement opening arises. Always enclose a copy of your CV when sending a speculative letter. When contacting an employer by letter, try to find out to whom the letter should be addressed. A phone call to the company should establish this.

Remember that an employer's impression of your suitability for any vacancy will be based on your letter and CV. You are selling yourself, your skills and abilities. Well-written letters can draw attention to good points. Highlight key details about skills and experiences that are most relevant to the placement.

Ideally the letter should include:

- Your address and telephone number
- The date the letter was written
- The employers name and address
- The placement for which you are applying
- Reasons for applying
- Mention of your interests. Be prepared to discuss these at interview
- Details of anything that is enclosed such as your CV
- The correct ending to your letter. If you have addressed the letter to a particular person, end the letter with "Yours sincerely". If using "Dear Sir/Madam" end with "Yours faithfully".
- Your signature

Tips

- Ask someone to check your letter, to see if you have missed out any useful information.

Example covering letter

My Address
Anytown
Somerset
ZX8 9PE
15th June 2012

Mr R Taylor
Tailored to You
London Road
Anytown
Somerset
ZX9 9PT

Dear Mr Taylor

With reference to your advertisement for the post of Apprentice Retail Assistant in the Somerset County News on 14th June, please find enclosed a copy of my Curriculum Vitae in support of my application for the post.

I have just completed a Workskills programme at Anytown College of Further Education. On this course I undertook work placements within the retail industry. I am now looking for a position where I can use the skills I have gained. These include customer care and stock control. I would be keen to work towards gaining a NVQ 2 qualification in retail.

My hobbies are reading science fiction books and playing football.

I believe I possess the necessary skills and experience you require. I would welcome the opportunity to discuss my application with you in more detail

I look forward to hearing from you.

Yours sincerely

Kyle Jackman

Your CV is your most important job-search tool and is often the first opportunity that you get to make a good impression on a potential employer.

Your CV should include:

- **Personal Details:** Your name, address and contact details.
- **Education and qualifications:** The names of schools/colleges/universities you have attended and the dates that you attended them, plus any qualifications that you gained at them e.g. GCSEs, A Levels.
- **Work Experience:** Details of where you are working/ have worked previously and the dates in which you worked there along with short descriptions of your role. It is important to include all work experience as even work in a shop or restaurant involves gaining valuable skills such as teamwork and dealing with customers. Depending on how much work experience you have you can slightly tailor your CV depending on the job you are applying for by highlighting the most relevant work experience/skills.
- **Skills and qualities:** Examples of relevant technical skills to be contained in a CV include: Computing (e.g. word processing, spreadsheets-excel), a full clean driving license, any languages you can speak. Examples of relevant personal skills to put in your CV include: effective communication skills, organisational skills (timekeeping), team-working, problem solving skills etc. It is a good idea to try to back any personal skills up with examples.
- **Leisure interests/activities/achievements:** These are important in demonstrating other skills you have acquired (particularly if you have a limited amount of work experience which may be the case if you are just leaving school), they also give the employer an idea of what type of person you are based on what you like to do in your spare time. Examples of good interests to include in a CV are: Any interests relevant to the job you are applying for, evidence of responsibility or leadership (e.g. school prefect/captain of a sports team), any hobbies that involve interacting with others, any different hobbies that can make it easier for you to stand out from the crowd (e.g. scuba diving).
- **Referees:** It is normal to include the names and addresses of two referees at the bottom of your CV (it is polite to agree with them first). Ideally you should have one referee from your academic background (e.g. a school teacher) and one from a previous employer (e.g. someone from your work experience/part-time job.)

Presentation of a CV can be just as important as content when creating your CV and although there is no set format for a CV some general rules should be followed:

- Try to stick to one to two sides of A4 paper by being selective of the most relevant information and focusing on key facts.
- Be positive by putting high grades first and highlighting your strengths- remember that you are trying to sell yourself to an employer!
- Double check all of your spelling, punctuation and grammar for mistakes.
- Be concise and clear- separate sections of your CV with headings
- Make sure that your CV is up to date, honest and accurate.

Example CV

Stephanie Simpson
25 West Crescent
Anywhere
Somerset
ZX5 1AA
(00123) 111222

A hard working and highly motivated school leaver with a friendly and outgoing personality. Reliable and conscientious, able to work as part of a team and on own initiative, this has been demonstrated both through work experience at a local newsagents and a holiday job at a supermarket.

Education: 2007-2012 Preston School

Examinations:

GCSE SUBJECT	GRADE	DATE
Art & Design	A*	2012
English Language	B	2012
French	B	2012
History	B	2012
Maths	C	2012
Double Science	C/C	2012

Work Experience:

July 2011	Retail Assistant, Safehands Responsibilities: Customer care Handling cash Stock rotation
January – June 2010	Saturday Job, Safehands Checkout Operator
June 2009	School work Experience, Newshound Newsagents Responsibilities: Sorting deliveries, customer Service Designing Window displays

Interests and hobbies

Swimming for Anywhere Swimming Club, listening to music, reading horror books, assistant editor of the school magazine, patrol leader in the Scouts.

References:

Mr J Brown
Headteacher
Preston School
Oak Road
ZX9 3EF

Mrs B Smith
Manager
Safehands
2 The Grove
ZX8 3JJ

Work Experience Database

- Use the database to help find a quality work placement
- <http://ssp.learnaboutwork.net/>
- Logon Details: _____
- Use the screenshots on the following pages to help guide you on how to use the database
- Unsure/need help then please see your form tutor or Mrs Higman
- Once you have found a placement on the database (or your own placement) **then please contact the employer ASAP to try and secure a placement.**
- Own placements - Logon on to the work experience database and fill out the **“Own Placement” form**. This must be filled out 100%. The more detail you give for the job description the better.
- Once you have secured a placement you must return the completed forms to your tutor immediately.

GO TO WEBSITE -

[HTTP://SSP.LEARNABOUTWORK.NET/](http://ssp.learnaboutwork.net/)



Welcome

Welcome to Veryan Webview.

This site allows you to review work experience placements.

Select who you are from the list below to log in to the site:

- **Member of school staff**
- **Student**



DATABASE - HOMEPAGE



Student Log In

Enter your name and PIN, then click 'Login'.

N.B. You must enter your name and PIN *EXACTLY* as they have been given to you by your teacher.
If the school name is incorrect, click on it to change it.

School **Huish Episcopi Academy**

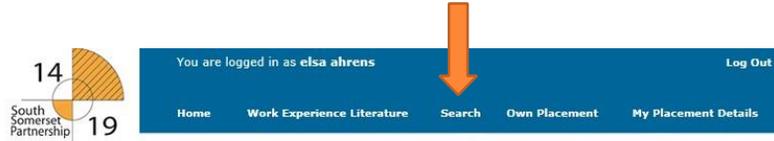
Name

PIN

Login with details provided by form tutor



ONCE LOGGED ON – CLICK ON SEARCH...



Student Home

This system has been designed to help you look and apply for work, consider different ways of travelling to work and most of all experience work.

Travel arrangements must be agreed by your parent / carer before submitting your placement choices.

If an employer requests an interview, you must attend.

If you have any questions about Work Experience, please talk to your teachers.



SEARCH BY TYPE OF WORK, TOWN, AREA

Remember
you will have
to make your
own travel
arrangements



CODE OR POSTCODE



You are logged in as **elsa ahrens** Log Out

[Home](#)
[Work Experience Literature](#)
[Search](#)
[Own Placement](#)
[My Placement Details](#)

Search

Please select one of the options below, or enter the job number

OR search for all or part of an employer's name here:

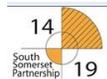
OR search on employer's postcode here:

- | | | |
|--|------------------------------------|---|
| Administration, Business and Office Work | Financial Services | Performing Arts |
| Building and Construction | Healthcare | Personal and Other Services including health and beauty |
| Catering and Hospitality | Languages, Information and Culture | Retail Sales and Customer Services |
| Computers and IT | Legal and Political Services | Science, Mathematics and Statistics |
| Design, Arts and Crafts | <u>Leisure, Sport and Tourism</u> | Security and Armed Forces |
| Education and Training | Manufacturing and Production | Social Work and Counselling Services |
| Engineering | Marketing and Advertising | Transport and Logistics |
| Environment, Plants and Animals | Media, Print and Publishing | ALL All Categories |

To restrict your search to a specific post code area, town or telephone code area, enter the details here and press submit before making your classification selection.

Postcode: Town: Telephone area code:

FIND A PLACEMENT TE



You are logged in as **elsa ahrens**

[Home](#)
[Work Experience Literature](#)

Job Description

Employer	Abacus Nursery TA2 7BA
Job Title	Nursery/creche/playgroup asst
Job Number	3817
Next HS Visit	15/07/2011
Classification	Education and Training
Activities Involved	When working in a nursery, playgroup areas: helping to prepare activities and prepare work and help with lessons, assist practical activities, inputting ideas for children will be assisting staff with the social inter help supervise at break and lunch times
Other Information	An interest in children is essential. Must
Health and Safety	This is a low risk environment designed with personal care.
Hours	Monday to Friday: 8.00 - 4.00 OR 10.00
Clothing	School black trousers and any sweatshirt
Interview	Yes, student to arrange
Website	
Address	293 Cheddon Road TAUNTON TA2 7BA
	Click for map

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