

Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

# Work Experience

**2018-2019**



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)



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



Once you have secured a placement complete the form and return to Huish Sixth Form Reception Desk



Complete Medical Consent/Placement Form - Return to Sixth Form Reception



Go on Work Experience - Dates: **Monday 8<sup>th</sup> – 12th July 2019**

## **Help / Support**

- Your form tutor
- Careers Library - Books on CVs
- 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>

## 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

Your address

Date

Name and address of organisation

Dear

My name is ..... and I am a Year 10 student at Huish Episcopi Academy in Langport.

Our school has a Work Experience week from Monday, (insert dates) until Friday (insert dates). I am writing to ask if you would be kind enough to take me on as a Work Experience student for this week.

I am interested in working (*explain why you like their kind of work*).

My interests are (*include those which particularly relate to the Work Experience placement*).

At school I (*mention any subjects you are particularly good at, good attendance, activities you are involved in particularly where they relate to your placement*).

Thank you for reading my letter and I do hope you can help me.

Yours sincerely (if you know the name of the person you are writing to)

**Or**  
Yours faithfully (if you don't know the name of the person you are writing to and have started your letter Dear Sir, Dear Madam or Dear Sirs)

(space for your signature)

Your name

**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

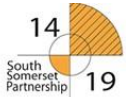
Mrs B Smith  
Manager  
Safehands  
2 The Grove  
ZX8 3JJ



# 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.**
- Once you have secured a placement you must return the completed forms to your tutor immediately.

# 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

Clear

Login with details provided by form tutor

## 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



Clicking on [Search] will display this page

## Search

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

Job number

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

Employer

OR search on employer's postcode here:

Postcode

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	Leisure, Sport and Tourism	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 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:

Click on [View] button to see a description of the placement that interests you.

## Job Description

[Printable version](#) | [New search](#) | [Add to selections](#)

Employer	<b>Aero Services Ltd LW5 7PB</b>		
Job Title	<b>Assistant Aero Technician</b>		
Job Number	110		
Next HS Visit	06/07/2013		
Classification	Engineering		
Activities Involved	The work will involve assisting in all aspects relating to the day-to-day upkeep of a busy fleet of Piper training aircraft. This will include routine engine/airframe servicing and various workshop activities relating to component overhaul or repair.		
Other Information	Care and the ability to work accurately under supervision.		
Health and Safety	Any pneumatic machinery and equipment will be used by the student only under supervision and after training. Pedestal drill and bench grinder must not be used by the student. Students may be using chemicals such as oils, hydraulic fluids following the guidelines given. Students may use air drills, ratchets and impact drivers under supervision. Any Personal Protective Equipment provided must be worn. Students will be supervised at all times.		
Meals	Student must make own lunch arrangements.		
Hours	8.00 a.m. - 5.00 p.m. Monday - Friday One hour for lunch, usually 12.15 p.m. - 1.15 p.m.		
Clothing	Smart		
Travel	Bus 233 stops outside		
Website	<a href="http://www.ach">www.ach</a>		
Address	Aero Club Hangar Wayfield lane Highview LW5 7PB	Contact Position Tel. Email Supervisor	Mr Richard Wright Chief Engineer 01237 742373 re@ach Mr Richard Wright
Initial Contact Details	Aero Services Ltd Aero Club Hangar Wayfield lane Highview LW5 7PB	Contact Tel. Email	

From this page you can view the employer's website and see a location map.

Use the **Careerpilot website** to help find out about occupational areas that interest you. This may help to generate some ideas for your work experience.

**Careerpilot**

For 13 – 19 year olds

Start exploring your choices – NOW!

Jobs

Choices

Providers

To help YOU make decisions about YOUR future

[www.careerpilot.org.uk](http://www.careerpilot.org.uk)

Year 10 or 11 students will find it useful to look at...

Job sectors

Providers

Choices at 16 or 18

The different pathways

What are my choices at:

- 16+
- 18+
- 19+

I want to know about:

- Technical qualifications
- 6 levels
- Apprenticeships
- Further education (FE)
- Higher education (HE) or work
- How to spend your time after school (including in-school)
- At job or career
- 19+ pathway
- Work options
- Routes
- My support