**How to Apply for Work Experience**

**What are you looking for?**

Think – what is it that you want to do after KAA? What are your favourite subjects? Make a list of careers that you think are related. If you’re not sure, visit KAA Online – Careers, and navigate to the Inspiration page (listed under Work Experience). It lists lots of careers related to the subjects you’re studying at school.

Also try [www.propects.ac.uk](http://www.propects.ac.uk) where you can research:

* Job sectors & job roles
* Up-to-date industry insights
* Job options for the subjects you are studying
* Typical employers

**How to find a placement**

Finding work experience can be tricky. Family and friends are often a good source for finding a placement. What do your parents/carers do? How about your brothers & sisters, or your aunties & uncles? Do you already know anywhere you may like to work? e.g. A shop that you like, or somewhere you go by on the way to school.

Visit [www.yell.co.uk](http://www.yell.co.uk) and type in the kind of work you might be interested in (e.g. solicitor) and the postcode or area you’d like to work in (e.g. W11). This will return every solicitor in W11. Give it a go!

Make a list of at least 10 employers. The more employers you contact, the more likely you are to find a placement.

**Writing a speculative email or cover letter**

Sending one generic email to lots of employers won’t get you very far. It comes across as lazy and doesn’t show them **why you want to get work experience with their company in particular.** However, if you write lots of completely different emails, it’ll take you a very long time.

Writing a template that can be edited to include specific information about each employer you contact is probably the best approach. This doesn’t need to be very long – just three short paragraphs of 2-3 sentences each is fine. See the tips below for what to include.

You will be learning how to write a cover letter during PSHE this half term. **If you want additional support with this, please email Miss Haddad. From 16th-20th November, she will also be running cover letter and CV workshops after school. Please email to book a slot with her.**



**Contacting employers**

Before sending your email, you should first identify a person to send it to. You can often find a contact email address by looking at the “Contact Us” page on a company’s website.

If you’re feeling really **Intrepidus,** you could call or visit the company and **ASK** if they take people for work experience, and if there’s a specific person you should email about it. E.g. “Hello, I’m enquiring about the possibility of organising a work experience placement for the week beginning 12th July…”

Competition for work experience can be really tough, so you'll need to make the right impression when asking for it. Be polite and professional.

Be selfish. Don’t ask for you AND a friend- you are unlikely to find a placement this way.

**Following up on your enquiry**

If you haven’t received a response about a week after sending your speculative email, you could either send another, polite email asking if they have had a chance to consider your request, or phone them to check they have received the email. This will bring it to their attention if it has slipped down their ‘to do’ list.

If they can’t offer you work experience, you could ask if they are able to offer you a short meeting or quick phone call, to answer any questions you might have about their work. That way, you can still gain a valuable insight into their job, and they’re more likely to remember you should any work experience opportunities become available in the future.

**When following up on enquiries, organisation is key**. A good way to keep track of your applications is to create a **Google Sheet** of all the places you’ve contacted, when you contacted them and the response you got. You can then look back and follow up on any enquiries that haven’t received a response, making sure to keep a note of **when** you made the follow up call and the response.

It is likely that many organisations will not respond to your e-mail the first time you contact them, so you will need to be persistent, yet polite, when following up.

**CV Tips**

Some employers may ask for a CV. This is a document that shows your qualifications, skills, interests and any previous work experience you may have done. Employers will then look at this to decide whether to offer you an interview, work experience or a job.

* A good CV should be clear and easy to read. Use bullet points and subheadings, not full paragraphs!
* Write about your interests and hobbies. Employers want to see that you’re well rounded.
* Don’t worry if you don’t already have any work experience. Instead, you can tell them about extra-curricular activities you do, positions of responsibility you have such as Form Captain, or informal jobs or volunteering that you do, e.g. babysitting.
* In the Education section, list the GCSEs you are studying towards.
* In the personal profile, highlight some of your main strengths. Think about the kind of strengths employers would like to see in their employees.
* Although it’s tempting to exaggerate on your CV, it really isn’t a good idea, as you’re likely to get caught out. Lying about your qualifications is also fraud (this is illegal) so just don’t do it!

**Visit the KAA Online – Careers page for a handy template.**

**Timeline**

If you have not been in contact with Miss Haddad, and you have not found a placement by the end of February, your parent/carer will receive a call from the school.

Deadline for finding a placement – **February 22nd 2021**

Placement dates – **July 12th – 16th 2021**