

# 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 aunts & 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 who will be running cover letter and CV workshops after school. Please email to book a slot with her.**

Tips for what to include:	
1 <sup>st</sup> Paragraph	Introduce yourself and the reason for your e-mail. Be clear about what you're asking them for - a week's work experience during these dates <b>XX - XX</b> .
2 <sup>nd</sup> Paragraph	Explain why you want to work for their organisation in particular.
3 <sup>rd</sup> Paragraph	Sell yourself: say what you can offer them in terms of your skills, knowledge and general attitude. Use examples of things you have done, either in or outside of school, that can demonstrate this. If you have addressed the e-mail to a named person, finish your email with 'Yours sincerely'; if addressed to 'Sir/Madam' finish with 'Yours faithfully'. Ask someone to check over your e-mail thoroughly to ensure there are no spelling mistakes or grammatical errors.

## 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 11<sup>th</sup> 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.

Calls and visits often get a **better response** than emailing- you should try to contact in every way possible (email, call and visit!).

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 email 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 CV 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 21<sup>st</sup> 2022** | Placement dates – **July 11<sup>th</sup> – 15<sup>th</sup> 2022**

## CV template

### Name

City / Postcode | phone number | email address

### Personal statement

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Section on your skills and aims

### Key Skills

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- X
- Y
- Z

### Education

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#### Kensington Aldridge Academy

*(2017 – Present)*

GCSEs:

- Maths
- English
- Science
- etc (list your other subjects)

### Work Experience

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Here you should list your employment experience ('employment history'), including any voluntary work. If you don't have any work history, use this section to list any achievements or positions of responsibility you may have and to provide more detail on any key skills you have listed above (this is known as your 'personal attributes')

#### Part-time Sales Assistant, Shop Name, Location

*(Date – Date)*

Key information:

- A
- B
- C

### Hobbies & Interests

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Write about your extracurricular activities, hobbies and interests here.

## CV worked example

Name

Address | Phone number | Email address

### Personal statement

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**Example:** A conscientious and professional student with extensive experience of leadership as a result of my school and football leadership positions. I have a strong interest in mechanical work; having studied design and technology, I have become intrigued by structure and team-building within a workshop setting. Currently seeking a work experience position within a car salesroom. I possess excellent resilience and communication skills, evidenced by previous projects I have taken part in, including in my coursework where I designed a desk with wireless charging.

### Key Skills

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**Example:**

- Excellent communication skills, both written and verbal, and able to adapt my communication style to new situations
- ASDAN accreditation, having completed a Green Futures scheme with local park
- Strong independence, shown by my ability to take initiative when set tasks or challenges
- Teamwork, always willing to receive feedback and work towards a common goal

### Employment History / Personal Attributes (delete as appropriate)

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**Example 1:**

**Childcare for local families, London**

*(June 2018– June 2021)*

- Being conscious of safeguarding children, particularly during walks with the children
- Supported with homework
- Engaged in creative activities with children, including telling stories
- Ensuring adherence to bedtime routine

**Example 2:**

**Front of House Receptionist, Company Name, Location**

*(June 2021– Present)*

- Presenting a professional and friendly first impression of the firm to all visitors and clients
- Managing incoming phone calls and mail
- Organising stationery orders and liaising with suppliers to meet business requests
- Replenishing and restocking pamphlets, always ensuring stock management efficiency
- Also assumed the role of fire/health and safety officer for the entire office staff

### Education

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**Example:**

**Kensington Aldridge Academy**

*(September 2016 – Present)*

8 GCSEs, grade 9-4, including Maths and English

### Hobbies & Interests

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**Example:**

I am involved in a local community centre, where I volunteer to hand out leaflets to members of the public. I have been involved with this centre for three years and very much enjoy being part of the team. More recently, I have played a key part in helping the centre fundraise for local events.