

Top tips to finding a work experience placement

2017-2018

There are several ways to try and find a work placement- and its good practice for finding a job or apprenticeship in the future

- Think about the type of work placement you want to do.
- Do you know a company that might offer you a placement?
- Ask teachers, family and people you know if they know of any companies you could approach.
- Get a list of companies off the internet or by using sites such as yell.com
- Get ready to telephone. For this you need to prepare what you want to say, practice it till you feel confident and have a pen and paper ready to write down notes.
- You may be asked to write a letter or send a CV so the next stage is to prepare a good CV (one page is enough) and the letter should be short and clear, stating the main points about you and what you would like to do and what you hope to gain from it.
- You could also call in person if you want a placement where public access is easy, such as a shop or restaurant
- Get an e-mail account, some companies want online applications
- Make sure your e-mail address is a sensible one and clean up your Facebook, Twitter accounts too as employers sometimes look at these.
- You may be asked to go for an interview to meet the employer. Be prepared to talk about skills you would like to learn and ambitions you may have
- If you can do all this then you have had a good start in building skills you will need in the future to get a job. You will also have increased your confidence and self esteem.
- For further information go to [www.ckcareersonline .org.uk](http://www.ckcareersonline.org.uk) – there is a section on work experience.



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