



# WELCOME TO GETTING STARTED

All of paperwork for this task will be completed on Unifrog this will save over 1,000 pieces of paper

# 15th - 19<sup>th</sup> July 2024

**Work experience** is a short period of time spent in a workplace learning about a job, company, or career area. Most placements are an opportunity to shadow professionals in their workplace and will let you see how they use their knowledge, skills, and competencies in their day-to-day tasks. You can use the time to ask questions and understand why things are done in a certain way.

# Introduction

- It can be really nerve-wracking contacting employers to ask them for work experience. But it does not have to be that way!
- In this presentation, we will explore how to be prepared when contacting employers.
- It is your responsibility to find your own placement.
- Contacts – consider who you know and start enquiring now. Which family members could you join in the workplace, are there any neighbours you could ask, family friends, local businesses?

# Contacting employers by phone is the quickest and easiest route

You may have to contact an employer over the phone when you're arranging work experience.

It is much harder to say no on the telephone but very easy to say no in an email.

- Can you think of any top tips you would give a friend if they were calling an employer about work experience?



# Emailing an employer

**To:** hello@StarkIndustries.com

**Subject:** Work experience

Dear Mr Stark,

My name is Peter Parker and I am a student at Midtown High School.

My interest in work experience with the Avengers was sparked when I visited your laboratory in Malibu, where I got to see your inventions. I have worked very hard to develop my teamwork skills and spider sense. I feel that with some guidance, I would be a great addition to the Avengers team.

I am looking to do some work experience between the dates of 10-24th February, to help develop my competencies and start to learn how to protect Earth. Do you have any spaces for work experience students at that time? I have attached a copy of my CV for your records.

Yours sincerely,  
Peter Parker

# How to complete the student forms

▶ <https://www.loom.com/share/77c923ee8f7c4b1e9c917f2ba1e0242a>

# CV Creation

- ▶ It is a good idea to create a simple CV to use to email to potential employers.
- ▶ Below is a link which you can follow to create a CV
- ▶ <https://careercompanion.cv-creator.com/>

# Next Steps

- ▶ Well done for learning the top tips for contacting employers! You are now ready to get started
- ▶ Don't forget to upload the worksheet to your Unifrog Locker when you have finished!