

How To Organise Your Placement

You will be involved in deciding what sort of business environment you would like to spend your placement in. Think about what you'd like to achieve in your time there.

To be successful here are some basic rules relating to your covering letter and CV:

- ◆ Research the background of each company you apply to. Showing you know the business might get you to the top of the pile.
- ◆ A cover letter should explain who you are and why you are interested in work experience at that company.
- ◆ Your CV is a document that describes your employment background. Employers will consider you for work experience based on your previous jobs and qualifications. You may already have a part-time job or you may have a paper round - use this experience. Do you undertake any voluntary work? If yes, then mention it.
- ◆ Even if you do not have the experience, sell your skills. Examples are: strong communication skills, literacy, ICT skills, working to deadlines, fitting in with new teams quickly.

During your placement, you'll be able to find out what skills employers look for when they are hiring someone to fill a job vacancy. You will also get the chance to develop your self-confidence and communication skills. This will help you to work better with other people in further or higher education, as well as in your future career.

Remember, your time with the business will provide you with a valuable learning experience - enjoy it.

If you are unable to find a placement or need further advice on finding a placement, please come and see Mrs Baran, preferably on a Wednesday after school or during break times in the LRC. Mrs Baran will help organise your placement and make sure all the paperwork is filled out correctly.



Hodgson Academy

Imagine • Believe • Achieve

Work Experience

29 June-10 July 2015



Information For Students

Work experience can be a great help if you are still wondering what sort of career you want. A work placement is your opportunity to spend a period of time outside the classroom, learning about a particular job or area of work.

The work experience provides a two week taster of life in the work place and will help you learn about:

- ◆ Punctuality
- ◆ Dress Code
- ◆ Communication
- ◆ Time Management
- ◆ Pick up new skills, ideas and experiences
- ◆ Customer service
- ◆ Work as part of a team

Contacting Potential Employers

When contacting potential employers, whether it's over the phone or face to face, you need to speak clearly and say that you are a Year 10 student and would like to speak with the person who co-ordinates work experience.

Each company will have a different title for the person who deals with work experience, for example: Work Experience Co-ordinator, Personnel Manager, Office/General Manager.

When you speak with the relevant person, tell them your name and that you attend Hodgson Academy and say that you are seeking a work experience placement for the period 29 June - 10 July 2015.

After you have made contact with the employer, they may want you to:

- ◆ Write in asking for a placement
- ◆ Send in a CV/details about yourself
- ◆ Ask for the school to contact them; if so please see Mrs Baran
- ◆ Come in for a brief interview (out of school hours)

Always find out who you are speaking to and their job title so that you know who to write to. Make sure you get the correct address and a postcode.

Employers are much more likely to accept an application from a keen student with a genuine interest rather than from a school contact. If you're hoping to work in a popular or high profile industry, such as in a theatre, then competition for work experience can be really tough. You need to make a big impression when you send your request.

Writing In

Send a covering letter requesting a placement together with your CV. Remember, always show enthusiasm and say that you are interested in a particular area of work. Give your name and that you attend Hodgson Academy. You should also give the school contact details. They are:

Mrs C Baran
Work Experience Co-ordinator
Hodgson Academy
Moorland Road
Poulton-le-Fylde
FY6 7EU
Telephone: 01253 882815

