

Deciding where to apply for work experience

Thinking of ideas for work experience can be a challenge.

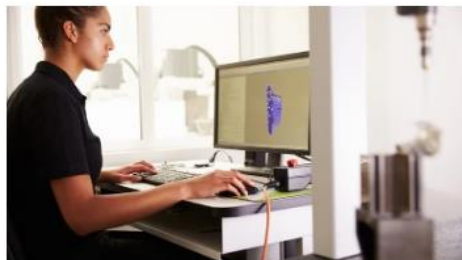
Rather than trying to find the 'perfect' opportunity, look for a placement that ticks as many boxes as possible.

Instead of focusing on one specific job role, consider the wider career industry.



Unifrog is a great tool and can give you ideas on the sort of work experience opportunities you could explore. It won't, however, give you direct contacts.

Look on the **Get on the ladder** series where you will find 15 guides to choose from.



Get on the ladder: engineering

Insider tips on how to get relevant experience

[Read the guide >](#)


Get on the ladder: science

How to get a foot in the door

[Read the guide >](#)


Get on the ladder: IT and software development

How to take your very first steps towards a career in IT and software development

[Read the guide >](#)


Get on the ladder: marketing, advertising, and sales

How to get experience without experience

[Read the guide >](#)


Get on the ladder: business and management

How to get experience without experience

[Read the guide >](#)


Get on the ladder: performing arts

Learn about how to get into this competitive career

[Read the guide >](#)


Get on the ladder: healthcare

Tips on starting a career in healthcare

[Read the guide >](#)


Get on the ladder: financial services

Find out how to take your very first steps towards a career in finance

[Read the guide >](#)

General places that offer work experience

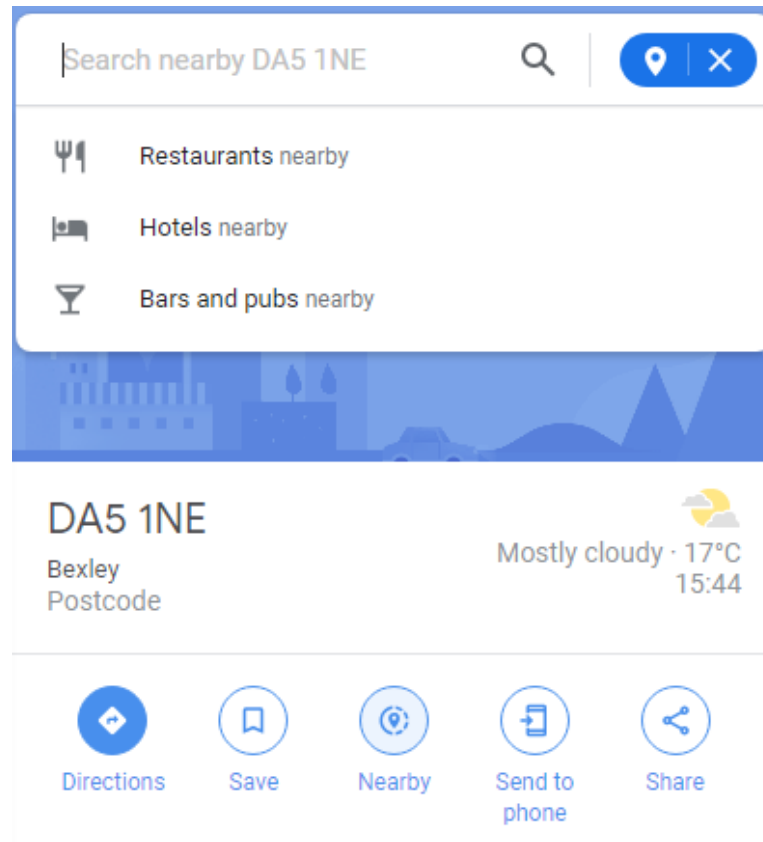
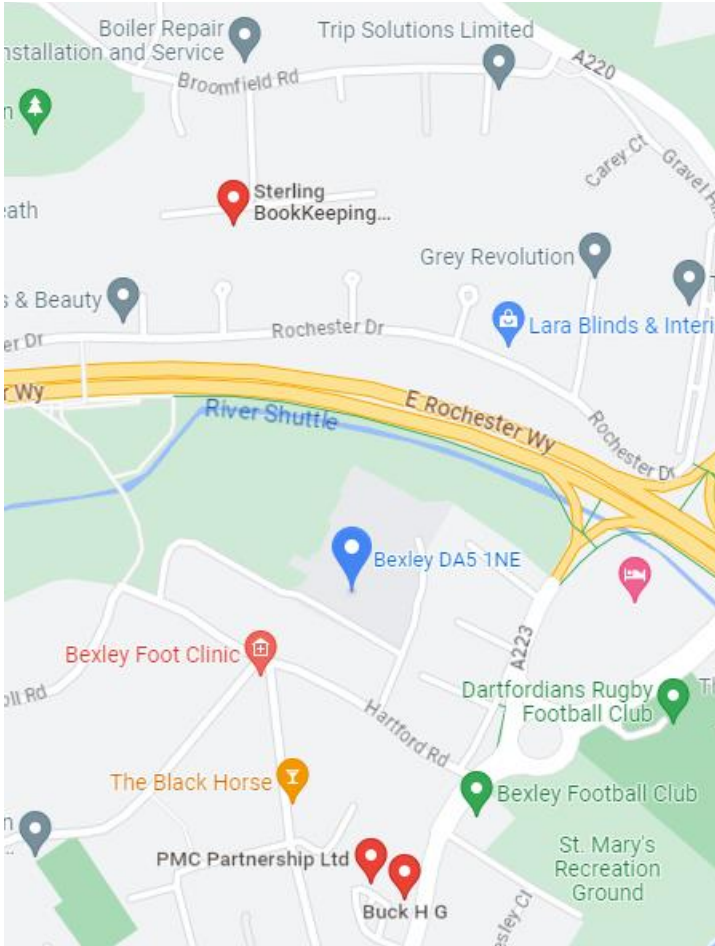
If you don't know what subject particularly interests you there are general places that you can look for work experience: primary schools, supermarkets, department stores, libraries, and local councils.

If you're interested in medicine, pharmacies will often offer work experience placements.



Your local area

Think about the places of work in your local area that fit in with your aspirations.



You can even use Google Maps.

Put in your postcode and click Nearby.

Put the sector that interests you into the search box and it will show local companies that you can approach.



Make a list of companies to approach

Once you've thought about the wider career industry, have researched ideas of the types of workplaces and looked at your local area, **make a list of between 5 and 10 companies and workplaces that you're going to approach.**

You need to be able to travel to your placement, so think about where you can get to easily and safely. How would you get there and how long will it take you?

Avoid sole traders – look at companies and businesses with offices – not people who are working from home.



Your CV
is the tool of
your
professional
journey ...



=



HOW YOU WANT TO BE
SEEN BY THE HIRING
COMPANIES

HOW THE HIRING
COMPANIES
UNDERSTAND YOU

What is a CV?

- The bridge between job seekers and hiring companies.
- A CV is a succinct collection (2 pages max) of your achievements, education and training, work experience, skills and references.
- What are the qualities that you have and that you can demonstrate? When have you shown communication skills or reliability? Are you a team player?
- Who could you ask for a reference? Perhaps the teacher of a subject that relates to your aspirations, your form tutor, Mr Parkes or Ms Adeoye (ask their permission). Your referee should be someone you have known for at least 6 months (and not a friend or family member).
- Use your school email address – it looks more professional.



CV tips

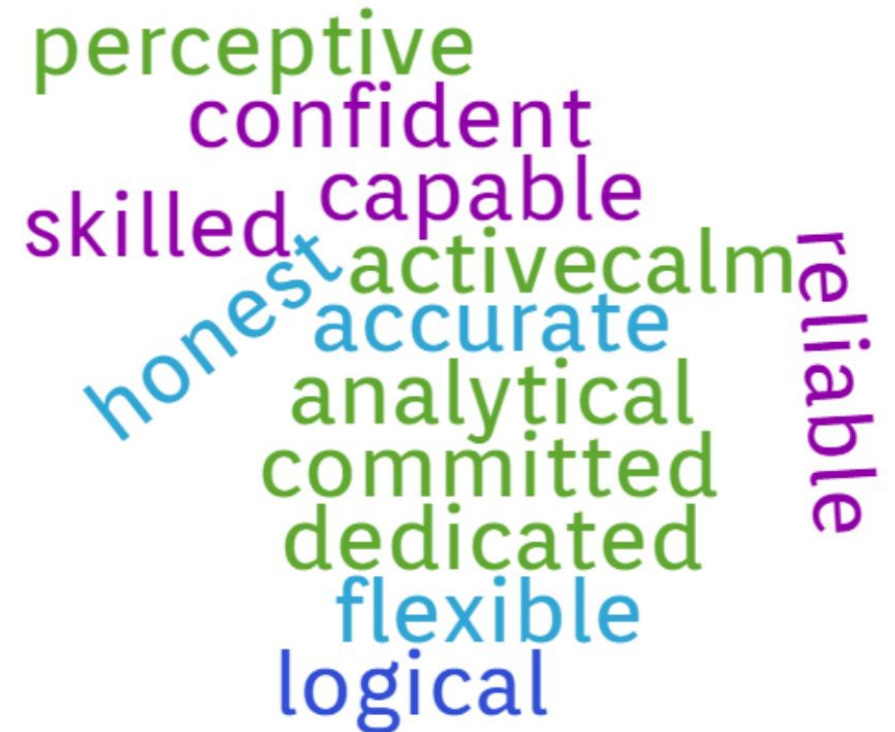
Put important information (key facts and top achievements) first!

If this section doesn't present you as a strong candidate, the rest of your CV may not even be read.

Be direct: use assertive and positive language and write about your achievements, not your roles and responsibilities.

Make it easy to read. Ensure someone proof reads it for you before you send it out.

Use power words – there is a list on the Unifrog CV Creator



A word cloud of power words for a CV. The words are arranged in a circular pattern, with some words appearing multiple times. The words include: perceptive, confident, capable, skilled, active, calm, reliable, analytical, committed, dedicated, flexible, logical, honest, and accurate. The words are in various colors (green, purple, blue, pink) and sizes, creating a dynamic and visually appealing effect.

perceptive
confident
capable
skilled
active
calm
reliable
analytical
committed
dedicated
flexible
logical
honest
accurate

What should a CV include?

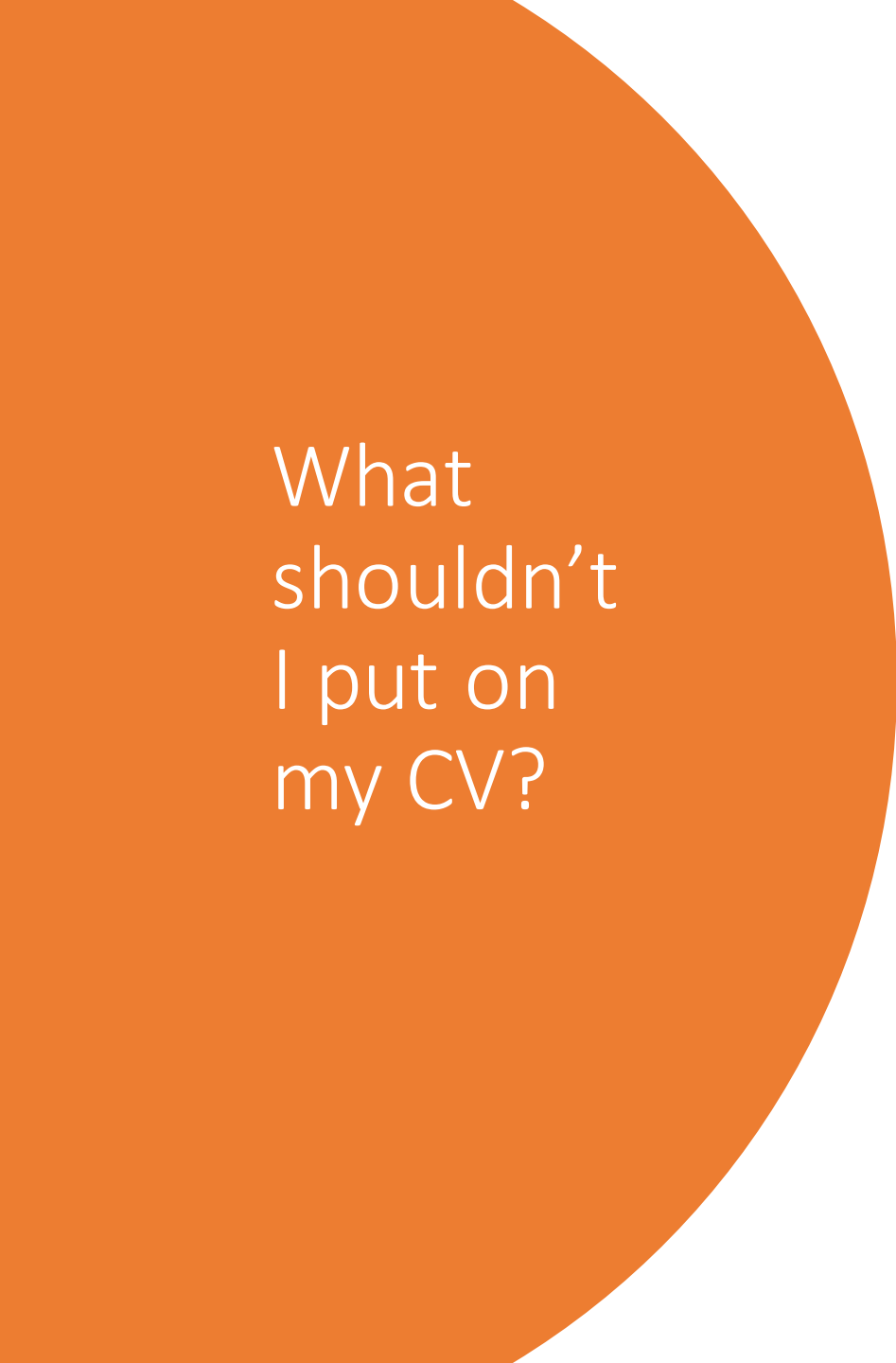
Mobile number so you can be contacted

Match skills to job descriptions (you may be asked to elaborate, so be truthful!)

Make sure your CV matches your social media

Education – include GCSE results (eg 9 GCSE's including Maths and English) and what and where you are studying A levels

Highlight awards (eg competitions, courses, awards)

A large orange circle is positioned on the left side of the slide, partially cut off by the edge.

What
shouldn't
I put on
my CV?

Age

Date of birth

Gender

Relationship status

Nationality

Lies

Spelling errors!

Be professional

- Avoid using stylised fonts, pictures, or colours and keep your language professional.
- Unifrog's CV builder will help you format your CV professionally, but if you are working offline, keep your font plain (use Arial or something similar) and at size 10-12, with headings no larger than size 12. You can use boxes or lines to break up the text, but keep everything simple and clear, with lots of white space so the page doesn't look too crowded.
- You also need to be aware of things like your email address; something like masterflamez@hotmail.com, for example, is not going to make you seem very professional! Create a new email address for your applications if you need to - you can use this for work, applying to university or apprenticeships, and more so it's worth having. If you're not sure what to use, try firstname.surname@domainname.com.
- If you're sending a digital version of the document, make sure the name of the saved file is professional and has your name somewhere in it - for example, CV_firstname_surname_year.



Unique backgrounds

When you have something unique that differentiates you, make it visible!

Include links that can prove your work abilities and competence eg:

- A website you designed
- Media postings about your achievements
- A portfolio of projects
- A social media profile that is relevant to the role

Unless it is specifically asked in the application process

- Do NOT add detailed descriptions in the CV document (max 2 pages!)
 - The automated evaluation tools will reject your CV
- Do NOT provide links to your online games performance or social media followers
 - Irrelevant information downgrades your profile

Here are two versions of the same CV.

The CV is being used for an application to a construction apprenticeship.

Can you spot the mistakes?

CV1

Joanne Rose
0777777777
jisalegend@gmail.com
23 London Road, London, SW9 888

Personal profile

I am a dedicated and committed individual with good team work, practical and numeracy based skills. approachable and friendly and proficient in all Microsoft applications.

Work exprience

Apr 2016 - May 2016

Work experiece student - Construction Company 123

As part of a work experience programme, I shadowed an established tradesperson. My duties included assisting in the creation of risk assessments, researching recent developments in the field and feeding back my observations during team meetings. This placement reaffirmed my desire to work in the construction industry and taught me the importance of professionalism at all times and adherence to company health and safety policies.

Feb 2015 - Aug 2016

Administration Asistant - Company 123

On Saturdays I have an administration job at a local business. I have to follow instructions that have been left for me the day before. Tasks cover things like filing and printing. I've learnt to ask if I need to have a task clarified, to work methodically, and to communicate what I've achieved.

School etc.

Jun 2016

GCSE - London School

4As: English, English Literature, Science, Business Studies, Maths 3Bs: French, History, Geography

My Hobbies etc.

Aug 2015 - Aug 2015

National Citizen Service

- leadership skills
- team work skills
- time management skills
- organisating skills

Jun 2015 - Jun 2015

Budding Brunels Programme with Construction Youth Trust

- chatting to builders and other professionals
- sending emails, answering the phone, making tea for guests
- looking at construction sites
- showing a powerpoint I made to a group of 8 people

Jan 2014 - Aug 2016

Netball Team

I've learnt how work in a team, as I usually find this very challenging and so this has helped to get a little better at this important skill. I have also learn how to be on time more often.

References

R.M Rose, 45 Rose Street, Rosetown, RS4 6TT, 07839111111, r.m.rose@gmail.com

Here are some of the mistakes.....

- Use of unprofessional email
- Spelling mistakes
- Inconsistent presentation style e.g. moving from bullet points to paragraphs
- Vague and inaccurate subheadings e.g. Hobbies etc
- Listing skills but not giving context to the experience/organisation and not including key learning points
- Use of informal language e.g. 'chatting' rather than 'networking'
- Focus on negative rather than personal development e.g. 'I find this very challenging' rather than 'I have done... to develop this skill'
- Personal profile is not specific to the apprenticeship applied for
- Personal profile does not include career goals
- Personal profile lists skills without context or examples

Corrected version

Joanne Rose

0777777777

j.rose@gmail.com

23 London Road, London, SW9 888

Personal profile

A dedicated and committed individual who's keen to learn the trade as a construction apprentice and has experience utilising key [team work](#), practical and numeracy based skills, essential for a career in construction. A quick learner who pays attention to instructions, and can carry out work with accuracy and precision. Able to follow working diagrams and plans and can work with minimal supervision. Eager to undertake further training to gain qualifications and expand skills required for the job.

Work experience

Apr 2016 - May 2016

Work experience student - Construction Company 123

As part of a work experience programme, I shadowed an established tradesperson. My duties included assisting in the creation of risk assessments, researching recent developments in the field and feeding back my observations during team meetings. This placement reaffirmed my desire to work in the construction industry and taught me the importance of professionalism at all times and adherence to company health and safety policies.

Feb 2015 - Aug 2016

Administration Assistant - Company 123

On Saturdays I have an administration job at a local business. I have to follow instructions that have been left for me the day before. Tasks cover things like filing and printing. I've learnt to ask if I need to have a task clarified, to work methodically, and to communicate what I've achieved.

Jan 2015 - Aug 2016

Charity Collection Assistant - Charity 123

During holidays, I occasionally collect money for a charity outside my local shopping centre. I had to be organised and persistent to apply for a licence from the council, and on the [job](#) I've learnt the need to be confident and friendly with the public in order to persuade them to donate. I've also learnt how to keep positive when faced with regular rejection.

Education

Jun 2016

GCSE - London School

4As: English, English Literature, Science, Business Studies, Maths 3Bs: French, History, Geography

Other interests

Aug 2015 - Aug 2015

National Citizen Service

I independently applied for and secured a position on the National Citizen Service, taking part in leadership and teamwork challenges, meeting different business stakeholders, presenting information to large groups and creating a social action project. This experience increased my confidence and improved my networking and time management skills.

Jun 2015 - Jun 2015

Budding Brunels Programme with Construction Youth Trust

Upon securing my place on this programme, I was able to see first hand the opportunities which exist within the construction industry. I took on a variety of roles, from project manager to surveyor. Activities included touring working construction sites, hearing from industry professionals, experience of giving presentations to an industry panel and the opportunity to network with professionals.

Jan 2014 - Aug 2016

Netball Team

I play regularly for my school's netball team. This has taught me how to work in a team as well as how to manage my time efficiently; I often have to juggle homework with training and matches.

Awards and Achievements

- London School Leadership Award: a two-day event run designed to give students an insight into management. Involved using problem solving skills to successfully resolve a series of challenges and offered the opportunity to network with employers from external companies.
- Raising over £500 for charity by organising baking events, jumble sales and selling raffle tickets

References available on request

Unifrog's CV/Resume tool (3 mins)

Watch the video below to learn how Unifrog's CV/Resume tool can help you create a CV!

The screenshot displays the Unifrog dashboard interface. At the top, a navigation bar includes a search bar with the placeholder text "Want to move things forward? We recommend you..." and a button labeled "Complete a Shortlist in more than one pathway (UK uni, app or college)" with a "5.5k" count. Below this is a link "See all your tasks <".

The main section is titled "What's coming up..." and lists several upcoming events and tasks:

- 6 Jul 2021 at 10:00**: "Please start your CV as soon as you can" with a "CV Creator >" button. Subtext: "Please complete your CV on Unifrog. I've attached the CV tool for you."
- 8 Jul 2021**: "LJMU Talk on Personal Statements" with a "You go talk." link.
- 9 Jul 2021**: "Wider Reading: Read, Watch & Listen" with a "Read, Watch, Listen >" button. Subtext: "Wider reading will show admissions tutors that you are genuinely passionate and informed about your chosen subject, and that you're therefore likely to succeed at university. Wider reading could be the deciding factor if you have interviews. More >".
- 13 Jul 2021**: "Keele University Personal Statement Workshop" with a "Keele uni talk on PS." link.
- 14 Jul 2021**: "Staffordshire University Visit" with a "Staff uni talk on PS." link and links for "Attachments" and "Student Evaluation Q&A".

Below the list is a link "See all Interactions (5 more)".

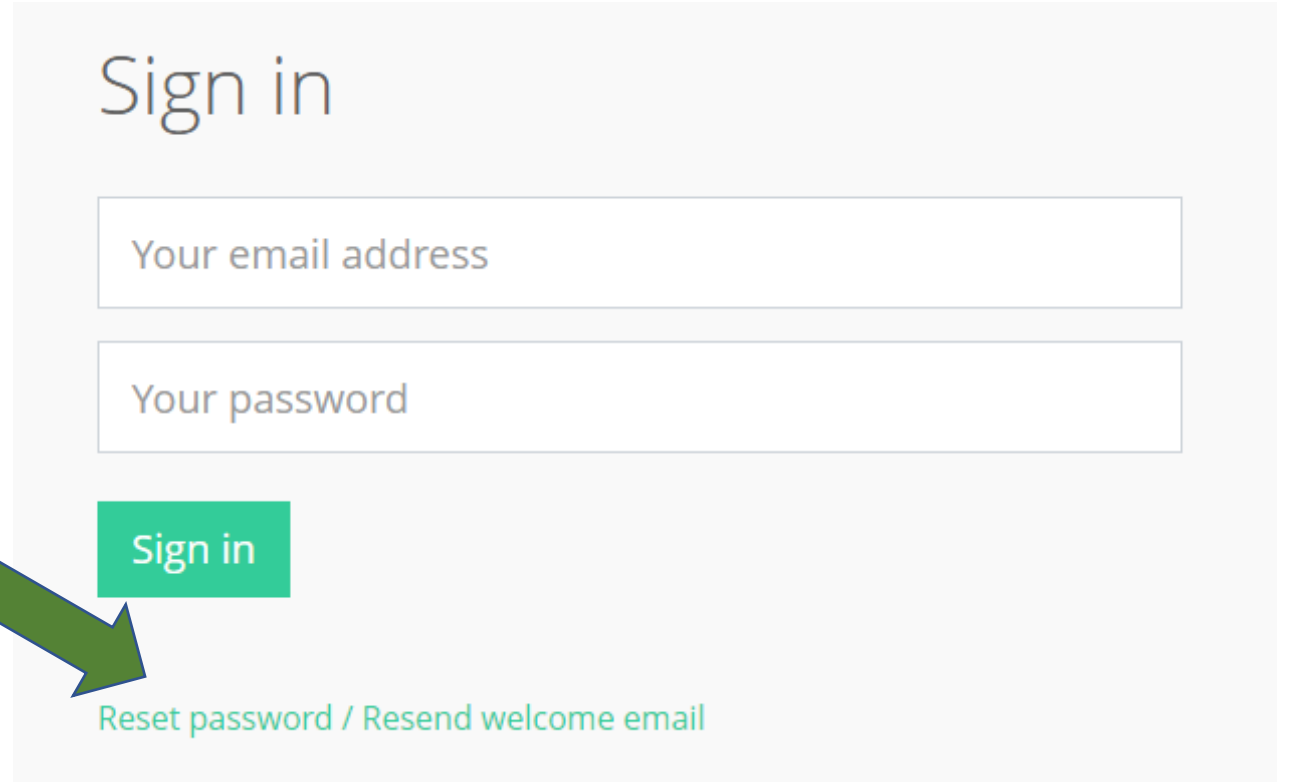
The bottom section is titled "ACCESS ALL THE TOOLS BELOW" and "Exploring pathways". It features six colored tiles, each with a "Start >" or "Go to tool >" button:

- Interests profile** (blue): "✔ Quiz completed: E and I and C".
- Personality profile** (pink): "✔ Quiz completed: ENFP".
- Careers library** (yellow): "✔ Careers featured".
- Subjects library** (purple): "✔ Subjects featured".
- Know-how library** (red): "✔ Guides featured".
- MOOC** (teal): "You have 1 shortlist".

The Unifrog logo is visible in the bottom left corner.

Go to www.unifrog.org/sign-in

- ✓ Your username is your school email address
- ✓ If you don't remember your password click on **Reset password / Resend welcome email**
- ✓ Log into your school email account. You will have an email from Unifrog
- ✓ Reset your password and log in to Unifrog



Sign in

Your email address

Your password

Sign in

[Reset password / Resend welcome email](#)

A green arrow points from the text 'Reset password / Resend welcome email' in the list to the corresponding link in the form.

Scroll down to Application materials, find the green CV / Resumé box and click Start

Application materials



UK Personal Statement

✕ Started

Go to tool >

Subject References

✕ 2 References, 2 missing

Edit >

CV / Resumé

✕ Write CVs tailored for each roles

Start >

Writing tool

✕ 0 writing items added

Start >

Common App Essay

✕ Prompt chosen

Go to tool >

US recommenders

✕ No recommender selected

Go to tool >

Notes for Reference writers

✕ 2 notes missing

Go to tool >



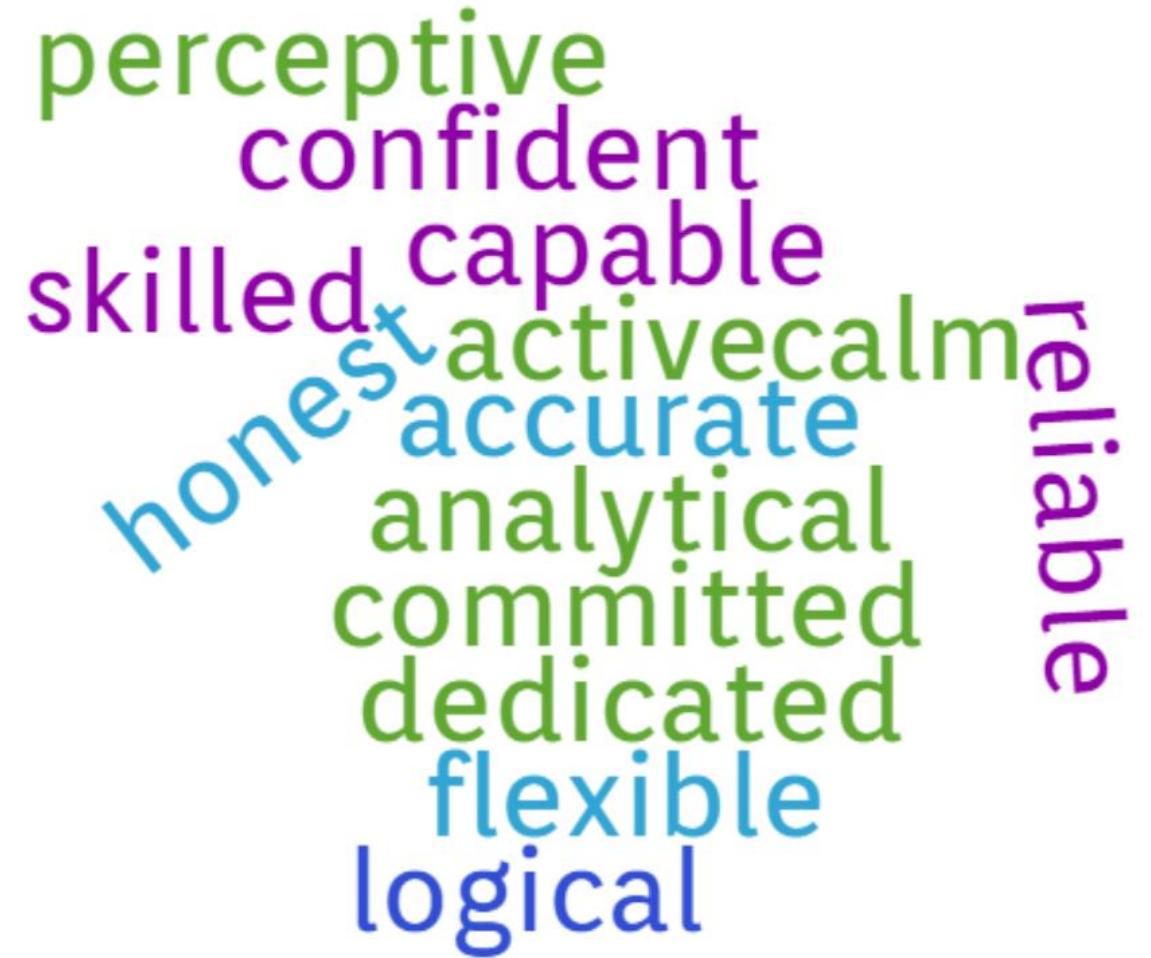
Social media and your CV

- Everything you do outside work is public information
- All your social media postings are evaluated during applications
 - There are specialist tools automatically scanning the Internet for your profile (yes, they do find you even if you use an avatar)
- You may have to clean up your social media footprint
- You can use social media to build as a conscious profile development activity
 - Use business social media
 - LinkedIn is the largest global network

Reviewing your CV

- ✓ Is all the information accurate?
- ✓ Is everything spelled correctly?
- ✓ Have you used power words?
- ✓ Does it look professional?
- ✓ Is it easy to read?
- ✓ Have you asked your referee for permission?

Reading it again, is there anything that you would change?



A word cloud of professional attributes. The words are arranged in a cluster, with some oriented horizontally and others vertically. The colors include shades of green, purple, blue, and teal. The words are: perceptive, confident, capable, skilled, active, calm, honest, accurate, analytical, committed, dedicated, flexible, logical, and reliable.

perceptive
confident
capable
skilled
active
calm
honest
accurate
analytical
committed
dedicated
flexible
logical
reliable

Write a covering letter or email

- Use the Unifrog guide: How to write a winning cover letter.
- Explain why you are interested in doing work experience within the sector and with the company.
- Make sure that everything is spelt correctly!
- You can send your CV and covering letter to Careers on **workexperience@beths.bexley.sch.uk** or bring it to the Careers Office if you want us to check it over.



Applying for Work Experience

Visiting potential workplaces

Some companies, like banks, are difficult to email or call, but good if you go into the branch, so take your CV with you and get the details of the person who will be making the decision.

If you're visiting a workplace, be professional and polite to everyone, and dress appropriately. Even if the person who you are speaking to isn't going to be deciding on whether to offer you a placement, they will still pass on their feedback.



Applying for Work Experience

Contacting employers by phone or email

Once you've got your CV and covering letter, and you know who you want to approach, then you need to contact them.

Use the **How to make a phone call** and **How to write a letter or email** guides.

When you contact the company, find out who the person is who decides on work experience, and ask for their email address. If you can, send your covering letter / email and CV to them personally rather than to a general email address.

You want your email to be at the top of their inbox, so don't email just before a weekend, especially if there's a bank holiday.





Make it easy
for them to
say yes!

However you contact the employer (by phone, email or in person) make it easy for them to action your request. Give them all the information that they need without them having to ask.

If you don't hear back from employers, then wait for a few days and then follow up politely. Be aware of bank holidays.

It is a competitive market so if you are not successful straight away do not lose hope, try different employers!