

Some Advice and Help for Arranging your YEAR 12 Work Experience

- Decide what would be your ideal job/career. Remember the sky is the limit BUT try to pick something related to your Sixth Form course.
- Google is your best friend! Use the search engine to get contact details for businesses in your chosen sector.
- In the first instance it is often best to telephone a workplace. Try to avoid busy times (i.e. first thing in the morning or lunchtime). Be polite, pleasant, and clear about your reason for calling.
- When making contact by telephone, make sure you note down the name of anyone you talk to. If appropriate ask their position in the company too. Ask for details of email addresses to follow up your enquiry.
- If you are struggling for ideas use the internet (Google post 16 work experience). For example, studentladder.co.uk is excellent and has lots of information and contact details for many Post 16 work experience opportunities.
- Remember you may need to send a CV. Hints and tips on writing a CV and Covering Letter can be found at prospects.ac.uk amongst others.

