

Top Tips on work experience!

1. Attend every day and always arrive in plenty of time.
2. Treat everyone with consideration and be polite at all times.
3. Be enthusiastic and show a positive attitude to your work, don't spend time on personal phone calls, e-mails or Facebook. Don't take extended lunch breaks.
4. Wear appropriate clothing for the placement, if your not sure call up your employer.
5. Listen carefully to instructions and ask if you do not understand.
6. You can learn from what you observe as well as from what you are invited to do. Keep a work experience diary- this will help you to remember what you did on placement when you want to add it to your CV.
7. Ask for a reference; it's an invaluable tool to help you with future jobs.
8. Send a 'thank you' letter to your placement provider afterwards.
9. Don't be afraid to ask for more work, if you are flying through the tasks it shows to the employer that you are willing and interested.
10. Work experience isn't just for school, one of the most common reasons for not getting a job is that you don't have the 'necessary experience'. In order to gain experience you a need opportunity, so, if you are between jobs what are you wait for – get out there!



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