



# Work Experience Focus

8<sup>th</sup> OCTOBER 2021

---

## Why is work experience so valuable?

Choosing a career is not something anyone else can do for you so give yourself the best chance at the future you want by making the most of work experience opportunities.

- Stand out from the crowd in a competitive market
- Develop new skills and learn what transferable skills you already possess
- Test the waters: discover what the job or industry is really like before committing to a career path
- Demonstrate to employers that you are motivated to learn and gain your own experience
- Make contacts and develop your network

## But how do I get work experience?

- Decide what job or industry you'd like to try and research the companies you'd like to work for. Do they offer work experience schemes? Can you travel?
- Prepare your CV or contact letter, tailored to each placement or company you are contacting. Include any relevant experience, including school achievements and clubs, why you are passionate about the industry, and soft skills.
- Research who to contact within a company. Look online or call the office administrator. Don't miss a deadline. Make sure you have applied on time if there is a closing date. Plan to contact at least 10 companies.
- Ask for help from family and friends. Do you already know someone in the industry?
- Be proactive. Follow up on the letters you've sent with a call or email – it shows initiative.
- Be interview ready. You may be invited to speak with or meet a company representative ahead of being offered a position. Consider what questions they may ask. Dress professionally.

**Do your research, aim high and don't be afraid to ask!**

---

## Virtual Work Experience

There are many new opportunities online. Some are free but with others fees can vary. Gordon's has begun working with INVESTIN. Once a student has paid for their first experience, every subsequent opportunity can be undertaken for free. The school offers an inclusive scheme so students of limited means can apply for free.

### INVESTIN

Life-changing, immersive career programmes for ages 12-18

Select from **28 INDUSTRIES** including Arts, Architecture, Engineering, Law, Medicine and Tech

Website: <https://investin.org/>

**INVESTIN**



# Work Experience Focus

8<sup>th</sup> OCTOBER 2021

PAGE 2

## Forage

Bite-sized 5-6 hour virtual work experience programs that give students a genuine career advantage with Fortune 500 companies.

Forage virtual work experiences are **always free for students** as the partner companies are committed to ensuring equity, diversity, and access of opportunity for everyone.

Website: <https://www.theforage.com/>



## Springpod

From work experience with top organisations to degree tasters with leading universities, Springpod unlocks it all.

Discover opportunities to gain valuable experience, secure a place on the course of your dreams or get hired straight out of school.

Website: <https://www.springpod.com/>



Remember to log all work experience that you undertake with the Careers Team at Gordon's. Contact Mrs. Kennedy in the Co-curricular office or on [careers@gordons.school](mailto:careers@gordons.school)