



CV Writing and Letters of application for Work Experience

To secure a work experience placement in an area of your choosing you will need to approach employers yourself. You may be in a competitive situation, as they consider applications from a number of students, so you need to be able to present yourself at your best and demonstrate the skills and qualities to make the most of the opportunity.

A letter of application, or cover letter, can be sent through the post or be done in an email. It needs to be formal in style and content, e.g. you will need to use Dear Sir/Madam if you don't know the name of the person you are contacting. Usually, it is used as a way of introducing yourself and explaining why you are getting in touch. You attach your CV which gives information about your interests and experiences.

If applying for work experience in Year 10 give the dates of the work experience week in July. Refer to the information pack you have been given to know what forms you need get signed by the employer sign after they have agreed.

Curriculum Vitae (CV)

A CV sets out all the information about yourself which is usually asked for on an application. There are templates on the internet available for creating a CV or you can just create one using a word document.

The sections on a CV are usually:

Name and contact details (address, phone, email)

Personal Profile

Details of school attended, and qualifications taking/taken

Any experiences of work

Interests and achievements

Referee -the contact details of someone who will provide a reference (usually your Head of Year)

There are number of websites that give information and advice on writing a CV. See the Logonmoveon website and Barclays's Life Skills which provide a template/CV Builder.

[Online CV builder – create a CV for free | Barclays LifeSkills](#)
[Creating a CV \(logonmoveon.co.uk\)](http://logonmoveon.co.uk)

Top Tips

- ❖ Take your time. Think about what you are applying for. If it is work experience be able to explain why you want to spend time with their organisation.
- ❖ Check your spellings, grammar and punctuation. Get someone to read it through for you.
- ❖ Give detail and use positive wording. For example - if you play football say how long you have played for, which team you play for, any responsibilities you have undertaken etc.
- ❖ Draw on a range of experiences such as part-time work, helping at home, voluntary work, clubs or societies you take part in, musical activities, sports, extra-curricular activities, skills learnt in subject areas etc.
- ❖ Demonstrate enthusiasm and that you are keen to learn. Show that you have done your research on the organisation and what you are applying for.
- ❖ Keep a copy of the application, so you can use in the future and for when preparing for interview.

