



CAREERS @ NEWSTEAD

Work Experience



UCAS : WHY IS WORK EXPERIENCE IMPORTANT

A recent survey showed two thirds of employers look for students with relevant work experience because it helps them prepare for work and develop general business awareness.

Importantly, one third of employers felt that applicants did not have a satisfactory level of knowledge about their chosen career or job.

To gain a better understanding of a career, organise some work experience or a few days' work shadowing or volunteering with an employer. It will give you insight into the work involved. It will help you to develop key employability skills and also shows you have motivation and commitment.

Securing a work experience placement can be tricky especially when you have had little to no experience in the past.

As part of the ACE career programme at Newstead this term we will be focusing on 'Experience' we'll explore the importance of work experience, how to get it and key activities we will be running including CV workshops to ensure your in the strongest position to secure it.

Whether its face to face or online it all helps in developing your experience/knowledge and skills and ensures you stand out in personal statements and future applications.



Best Wishes,
Mrs Brown, Careers Leader

The Hidden Job Market



Research suggests that 60% of jobs are never advertised. The same principle applies to work experience, most work experience opportunities aren't advertised so being proactive is key. So what can you do to find these hidden gems?:

Submit a **speculative application** to companies via email or individuals via LinkedIn

What's a speculative application I hear you ask? its essentially a cover letter sent to an organisation to ask for work experience despite the fact that they are not advertising any.

Top tips on how to write one can be found [here](#)
Templates to craft the perfect one can be found here:

[Example 1](#)

[Example 2](#)

Ideas of how to obtain work experience

1. Register on these two websites for details of virtual work experience placements



<https://www.springpod.co.uk/virtual-work-experience-programmes/>



<https://www.speakersforschools.org/experience-2/vwex/>

2. Ask your family and your neighbours if they are or know anyone working in the industry your interested in

3. When business' open up again, print out a CV and simply ask the local business - the worst they can say is "no"

4. 94% of companies advertise roles via their social media accounts so be sure to follow your favourite companies via their Twitter/LinkedIn/Instagram etc

5. Volunteer. check out V-Inspired for some great volunteering opportunities [here](#):

6. Keep a look out for opportunities in our Weekly Work Experience Email

Connect to our Newstead Wood Alumni Network

We have a network of Newstead Alumni doing amazing things across different industries who were exactly where you were at one point so are often always willing to help:

- Check out these **Career Profiles** of some of our brilliant alumni and the various routes they took to get where they are. Some might just surprise you!
- Follow the **Newstead Wood Alumni Page** on LinkedIn search the list of followers and if any role interests you, send a speculative application!

Year 10 and 12

3 Day Virtual Work Experience

Save the date: 5th-7th July 2021

An email will be sent out to year 10's and 12's shortly with all the information you need. In the meantime you can start using the advice in this newsletter to plan who you could do your virtual placement with!



Gayathri, year 10 carried out VWEX with bmJV which was advertised in our Weekly Work Experience Email

"I found attending a work experience placement really useful and enjoyable. I got to learn new skills and learn about different roles in the workforce and what they do in a day. What was most enjoyable was working with a team, i found that fantastic and I've even made lifelong friends"

WHAT'S COMING UP..

- CV workshops
- Mock Interviews with a range of employers and parents - providing invaluable feedback
- 3 day Virtual Work Experience for year 10 and 12
- Y12 taster week Career Drop in's
- Continue to look out for our Weekly Work Experience emails
- Information will be sent out shortly on how to book.

What are transferable skills?



Even if you are unable to obtain a work experience placement in the same industry where you eventually want to work, don't worry! It is understandably difficult at the moment.

Try to find a job of any type and the skills that you learn, will be transferable and can be added onto a CV, so no experience is wasted.

For example, if you were to get a job in a coffee house, you could add the following to your CV;



- that you worked well in the team: **team skills**
- that you were punctual: **responsible and good time management**
- that you enjoyed interacting with the customers: **good communication skills**
- that you were able to deal with impatient/rude customers: **ability to keep calm under pressure**
- perhaps you implemented a task that saved time: **pro active/taking the initiative**
- that you had to use a till that you had never had to do before: **good IT / numeracy skills**

These are all skills that employers love!

We love to hear your stories, if you have been on work experience and have any top tips you want to share with students or if your happy to provide a brief overview of how it went then get in touch!

If you have any questions regarding careers, please email careers@newsteadwood.co.uk