



St John Rigby Guide to Work Experience/Part-time jobs

Guide to a conversation script

Some times it is more effective to visit/call a company/organisation in person as emails or letters can be ignored. Here are some ideas about how to start off the conversation.

- ***“Hello, my name is John Rigby and I am currently completing my A levels at St John Rigby College. I am keen to develop my skills and gain some work experience and have recently been researching your company/organisation and was hoping that you might consider discussing any opportunities that may be available.”***
- ***“Hello, I am a student currently completing my A levels and was hoping that I may be able to send you my CV, so that you might consider me for any work experience or work shadowing opportunities.”***

If they agree to you sending in your CV or details, make sure you get a contact name in which to target.

Guide to Covering Letters/Emails

For job applications, a cover letter needs to get attention in a concise way. It is usually sent with a CV and aims to introduce you to a potential employer.

The table below gives you ideas about what to include in your letter.

Paragraphs	What to Include
First	Your opening paragraph should aim to state the purpose of your letter, so include the job you are applying for.
Second	This paragraph gives you the opportunity to explain why you are suited to the role and why you want the job and to work for the company – what can you offer them? Make sure you research the company, so that you can ensure the letter is accurate.
Third	Now you can be a little more specific about the exact skills and experience you have that match the job description and highlight any strengths you have.
Final	Conclude your letter by reiterating your interest and desire for an interview and that you are looking forward to a response

See our example and adapt to your role and details.

My Name

Address 1

Address 2

Address 3

email

Phone number

Name of company

Address 1

Address 2

Date

Dear Mrs Add Name - (Make sure you call and ensure you find out who to address the letter to.)

Re: work experience or position of ...

Please find the attached CV to support my application for the opportunity to complete work experience at Rigby Law.

I am in the first year at St John Rigby College and am currently completing A levels in law, English and history with aims to achieve excellent grades. With ambitions to study law at university, I have been researching your company and would very much appreciate the opportunity to organise a work placement or work shadowing, so that I can gain experience within a successful law firm to develop skills and also provide support for your staff.

As you can see from my CV, I have work experience from a part-time job in Rigby Café where I have gained experience in:

- Customer services, including dealing with complaints;
- Following detailed instructions;
- Ensuring customers receive excellent service;
- Managing payments and bills.

Throughout school and college, I have taken an active involvement in extra-curricular activities that have helped me develop and enhance my skills such as;

- Role of senior prefect where I represented the school at numerous events;
- Taken active roles in charity fund raising at college events – Children in Need;
- Law Elective Programme, where I have taken part in visits to courts and also attended presentations from visiting speakers.

With my hard-working attitude and determination to learn and develop the skills for law, I believe that I would be able to support and learn from your staff and would welcome the opportunity to meet with you to discuss my suitability for any opportunities you may have in more detail.

Yours sincerely

Your Name

Sample CV template – you need to adapt this to your own details.

Name

Address

01234 000000 • name@mail.com

Personal statement

A conscientious and professional personal assistant with extensive experience in administration, PA and secretarial roles, currently seeking a new position as an Executive PA. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results. Recent achievements with my current employer include the implementation of an innovative new filing and indexing system.

Education

College/School Name

(September 2004 – June 2006)

A-levels:

- General Studies – B
- English – C
- Mathematics – C

School Name

(September 1998 – June 2004)

10 GCSEs, grade A-C, including Maths and English

Employment and Work Experience

PA to Personnel Manager, Company Name, Location

(April 2011 – Present)

Achievements and responsibilities:

- Implemented a change of stationery supplier, reducing costs by 20%
- Reorganised the meeting booking process, implementing an online system which all staff can access, leading to reduced diary conflicts within the team
- Devised and implemented a new filing and indexing system for files, resulting in greater ease of access and a more time-efficient process
- Helped provide a safer workplace by cataloguing and dispatching health and safety information and posters for the whole company
- Diary management, typing correspondence and documents, creating presentations and creating meeting minutes

Front of House Receptionist, Company Name, Location

(June 2010 – April 2011)

Achievements and responsibilities:

- Presenting a professional and friendly first impression of the firm to all visitors and clients
- Managing incoming phone calls and mail
- Organising stationery orders and liaising with suppliers to meet business requests
- Replenishing and restocking the bar, always ensuring high level of stock management efficiency
- Also assumed the role of fire/health and safety officer for the entire office staff

Key Skills/Achievements

- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Fully qualified first-aider
- Team leader in fund raising for Children in Need
- Held the position of college ambassador
- Full driving license
- Black belt in karate

Hobbies & Interests

- local amateur dramatics society - volunteer as a lighting and sound technician.
- Stage Manager for a two-week production

References

References are available upon request.