

Dear Student,

Supporting you to achieve your career ambitions is of huge importance to all the staff of Outwood Academy Valley and CareersInc. I am writing to you to let you know about the importance of work experience and volunteering.

Why do work experience or volunteer?

Spending as little as one day with an employer, doing simple tasks or merely work shadowing (watching an experienced employee at work) can be hugely beneficial for you. A recent survey showed two thirds of employers look for graduates with work experience because it helps them prepare for work and develop general business awareness.

Reasons for doing work experience include:

- developing transferable skills, such as communication and teamwork.
- understanding how organisations work or bringing a job you have read about to life
- building confidence in interacting with adults
- confirming interest in a career or (equally useful!) deciding it is not for you
- a foot in the door - if you impress the employer you may be asked back on a more formal arrangement such as an internship or encouraged to apply when vacancies arise.
- providing valuable content for a UCAS personal statement to give evidence of an interest in a particular subject/occupation

Quite often the experience or voluntary role you manage to find might not be directly related to what you want to study or the job you want to do. **Remember all work experience is beneficial** and it is how it is presented to universities/employers which maximises its value. Taking part in work experience or volunteering, even when it's not directly related to the career you are looking for shows you have motivation and commitment. It will show the skills developed and how you relate to a chosen career.

For work experience opportunities and how to find them, come to see CareersInc or have a look at the following websites for more information:

www.do-it.org.uk

www.vinspired.com

www.ncsyas.co.uk/

I hope that you find this information useful. Please do not hesitate to contact me if you have any questions.

Yours faithfully,

Rachel Jones
Careers Adviser
CareersInc