

GENERAL ADVICE

Finding work experience won't come about easily. You have to be patient and

ensure that you chase down employers as they can quickly forget. Email as many

companies as possible and utilise all the contacts available to you. Ask teachers,

parents, family members, anyone possible who may be able to get work experience

for you in their company. If you're looking for retail experience, go into your local

retail stores with a CV and enquire about work experience and retail companies

generally don't advertise opportunities on their website.

A few tips for when contacting employers

- * If you're calling up employers, make sure you do it in a quiet area and have
- * a pen and paper ready
- * Always be polite
- * Be formal
- * If you don't know the name of the person when emailing address it as 'Dear'
- * Sir/Madam'
- * Have your CV beside you, in case you need to answer any questions about your experience and skills
- * When writing letters or emails, if you know the person's name, use 'Yours