

## Youth and Connexions

We offer impartial information, advice, guidance and support for young people aged 13 – 19 and up to 25 if they have additional needs.

You can talk to one of our advisers or youth workers about what you want to do. They will talk to you about the options available and help you, if you need it. [www.thesource.me.uk](http://www.thesource.me.uk)

## Other leaflets

We have a range of other leaflets listed below available in youth clubs, schools, colleges, drop in centres or by phone and email.



Plus, you can **text** the word **SOURCE**, followed by your name, address, postcode and the leaflet you want to **60006** – it's that easy!

- ▶ Benefits for young people seeking work
- ▶ Choose your own path - choices after Year 11
- ▶ Fighting the stress of exams
- ▶ Finding work
- ▶ Free time – what to do in your spare time!
- ▶ Getting ready for exams (revision techniques)
- ▶ Guide to qualifications
- ▶ HE student finance (plus tips on managing your money)
- ▶ Healthy living
- ▶ Help and advice on lifestyle questions
- ▶ Personal safety outside and online
- ▶ Preparing for an interview
- ▶ Starting work
- ▶ Travel and transport (plus owning a vehicle)
- ▶ Volunteering / gap year

You will be charged the cost of a standard text message and your text will be used for this purpose only.

[www.thesource.me.uk](http://www.thesource.me.uk)

by young people, for young people

## Contact Us

You can always visit our drop-in centres, call us on Freephone **0800 085 4448** or email [youthandconnexions@suffolk.gov.uk](mailto:youthandconnexions@suffolk.gov.uk)

### It's all about services for young people!

Youth and Connexions is part of the Youth Offer for young people in Suffolk. Find out more at [www.thesource.me.uk/suffolkyouthoffer](http://www.thesource.me.uk/suffolkyouthoffer)

إذا كنت شاباً تعيش في مقاطعة سافولك و تريد ترجمة لبعض أو كل المطبوعات فالرجاء الإتصال بالرقم 01473 260180

আপনি যদি তরুণ বয়সের একজন ব্যক্তি সাহায্যে থাকেন ও এই লিফলেটের সবগুলি বা কিছু অনুবাদের আকারে পেতে চান তাহলে অনুগ্রহ করে 01473 260180 নম্বরে ফোন করুন।

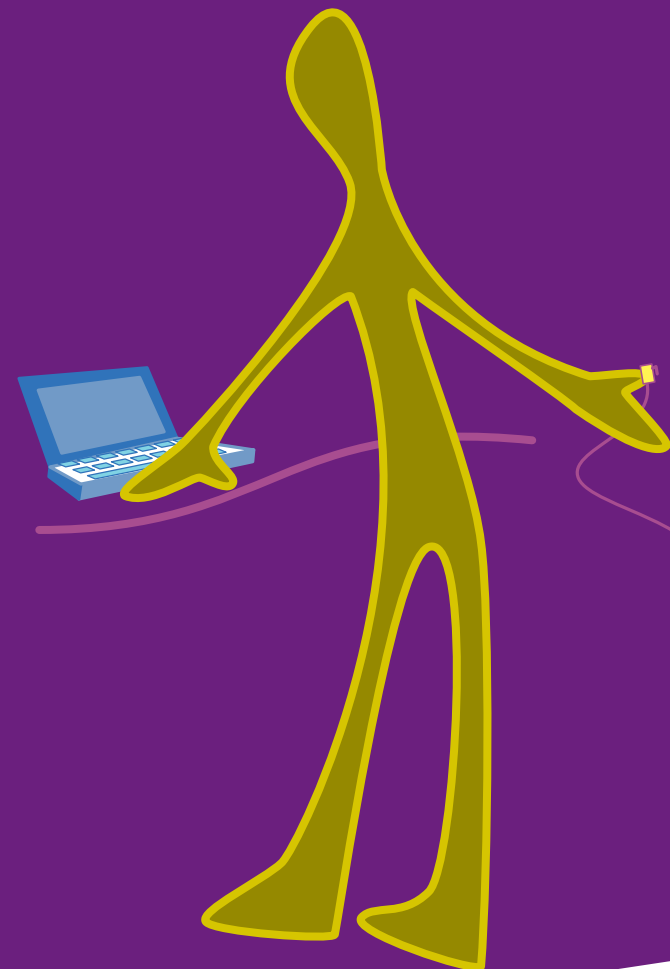
如果你是居于修福郡的年青人而又希望得到全部或部份这些印刷品的翻译本, 请致电 01473 260180

Se você é um(a) jovem que vive em Suffolk e gostaria de obter este impresso traduzido (ou parte dele), por favour ligue para 01473 260180.

If you would like a copy of this leaflet in an alternative format, please call 01473 260180.

connexions

# Applying for jobs online



## The Internet

Many companies and big organisations advertise vacancies on their websites and invite you to apply for that job online.

If you want to use their online application process, then you may need to think about using the internet or attaching CV's.

### Internet access

Your local library offers internet access and is open on Sundays.

Some youth clubs have the internet too. Find your nearest club at:

[www.suffolk.gov.uk/younginfo](http://www.suffolk.gov.uk/younginfo)

We offer a FREE vacancy service that can help you find a job, prepare you to start work and update you with the latest job vacancies. Contact us on Freephone 0800 085 4448.

### Apprenticeships

You can search for all apprenticeship vacancies with employers in England at:

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

### Email address

- ▶ Be professional, don't use an email address that contains a nickname or slang
- ▶ Never send an email in UPPER CASE, it's the equivalent of shouting
- ▶ Don't use similes or text abbreviations (e.g. RU or GR8).

You cannot start work or training until you have officially left school, which in Suffolk is the last Friday in June of the year in which you reach 16.

## Completing the application form

You fill out an online application in the same way as a paper version. However, the layout may not be the same for every application.

**Tip: Always read the instructions!**

You may find it helpful to save the text you want to use in an online application form in a document on your computer.

You can then edit your text each time to fit in with the job and person specification that you are applying for.

**Tip: Save your application form, and come back later to proof read it. You may find you have missed something or want to change your text.**



### Attaching CV's or covering letters

You may be asked to submit your CV or a covering letter as part of your application.

Make sure you have updated your CV, and it is saved in a format that can be opened by the employer.

You will attach your CV or covering letter in the same way as a document is attached to an email. But make sure you select the correct document from your files!

**Tip: why not send a test email to your parents or carer to make sure the documents can be opened.**

## Writing letters

A covering letter is your chance to say why you want the job, and what you can offer the company.

If you do need to include a letter as part of your online application, here are a few guidelines to follow:

- ▶ Word process the letter on A4 white paper, and use a clear font.
- ▶ Keep it to three or four paragraphs, and don't just repeat what's on your CV.
- ▶ Always check your spelling and grammar (don't rely on the spell check).
- ▶ If appropriate, say which job you are applying for (quoting any reference numbers) and where you heard about it.
- ▶ If you wish to include someone who can give you a reference, make sure you have asked their permission first.
- ▶ If you are writing to a person by name, end the letter with 'Yours sincerely'. If you start a letter with 'Dear Madam/Sir', end it with 'Yours faithfully'.
- ▶ Remember to put capital letters at the start of any names or addresses.
- ▶ Print off a copy for your records.

**Good Luck!** And don't forget that our Youth and Connexions advisers can provide more help if you need it.