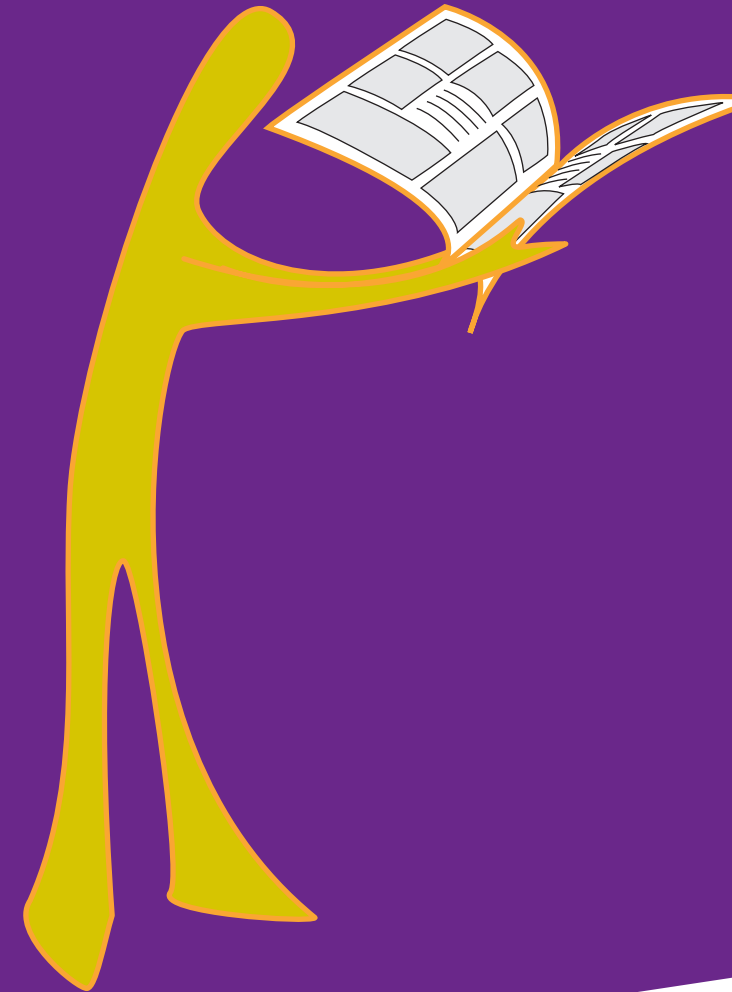


Finding work



example

Steven James Grey

105 Kingston Avenue
Littleton, Anytown, NR32 1BH
Telephone: 01702 111222
Email: steven.grey@emailprovider.com

Personal statement

A hardworking and enthusiastic sixth form leaver. Seeking employment, ideally with training, in a retail environment.

Key skills

- **ICT:** working knowledge of most Microsoft Office programmes.
- **Communication:** delivered presentations in school and helped coach junior swimming team.
- **Numeracy:** experience of stock control and pricing goods.

Achievements

- Designed the Christmas window display at Haddley's Department Store.
- Coached a junior swimming team and taught young children how to swim.

Education

Anytown Sixth Form College, Anytown.
Littleton High School, Anytown.

Qualifications

A level (predicted grades)
Business B, Mathematics C, French C.

GCSE

English CC, Mathematics B, Art C, French B, History D, Science BB, Design and Technology A.

Employment history and work experience

Two weeks' work experience at Tesco in Anytown. Gained knowledge of how large retailers design their stores and display their goods.

Saturday employment at Haddley's Department Store. Main responsibilities include operating the tills, pricing goods and stock control.

Interests

A member of the Aquaton swimming club for seven years. Enjoys watching sport and socialising with friends.

References

Available upon request.

Writing letters

Always send a covering letter with a CV or application: it's your chance to say why you want the job and what you can offer the company. Here are a few guidelines to follow:

- ▶ Word process the letter on A4 white paper, and use a clear font.
- ▶ If a handwritten letter is asked for, use black ink on unlined paper.
- ▶ 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 name people 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'.
- ▶ Sign the letter and keep a copy.

Email

If you're going to send your application by email:

- ▶ 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 smileys or text abbreviations (such as RU or GR8).

Other Leaflets

We have a range of other leaflets 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 information you want to **60006** – it's that easy

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

Contact us

You can always visit our drop-in centres, call us on Freephone **0800 085 4448** or email **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

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 সাফোকে 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.



What job?

If you've already decided on the type of job you want to do, that's great. But don't worry if you haven't decided yet. Look at the qualifications, skills and experience that you have. What do you enjoy and what motivates you? Look at your long-term goals: what training and development will you need to achieve these goals?

Thinking about these things should help you to get an idea about the sort of job you would like to do.

You cannot start full-time 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.

Where to look for a job

The good news is that there are lots of places to look for jobs. New jobs come up every day, so keep going back to the places listed in this section to see what new jobs are about.

Suffolk Youth & Connexions Service

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

Further Information on training and courses in Suffolk is available at: www.future4me.org.uk

We also employ recruitment advisers (RAs) who are specialists in helping people find work or training. They can also help you with all aspects of your job search, such as choosing a career, applications, CVs and interview skills.

Jobcentre Plus

Visit your local Jobcentre Plus office, or check out www.jobcentreplus.gov.uk

Employment agencies

Employment agencies/recruitment agencies deal with permanent and temporary vacancies.

Newspapers

Local newspapers have big vacancy sections on certain days.

Magazines - trade & special interest

These often have vacancies and careers supplements for particular industries.

The Internet

Many companies and big organisations advertise vacancies on their websites.

Need to find newspapers, magazines, business directories, Yellow Pages and the Internet? Check out your local library; open on Sundays.

People you know

Let friends, relatives and people you have previously worked for know that you are looking for work.

Voluntary work can help you develop some of the transferable skills that employers are looking for, and you'll also be helping your local community. Start by visiting www.youngsuffolk.com

Applying for a job

Telephone Applications

If you make a telephone application for a job, or you are looking for vacancies, it's important to spend some time preparing for the phone call (Youth and Connexions advisers can help with this).

- ▶ Have the information you need available (about the employer and yourself).
- ▶ If using a mobile, make sure you have enough credit and battery life.
- ▶ Rehearse what you are going to say, and write down any questions you want to ask.
- ▶ Speak with confidence and be prepared to sell yourself.
- ▶ Have a pen and paper to hand.
- ▶ Phone from somewhere where you won't be disturbed.
- ▶ Afterwards, make a note of any good points (to use again) and bad points (to avoid).

CV's

A Curriculum Vitae (CV) is a brief description of you. You use a CV when an employer asks for one, or when you are writing a letter to an employer to ask if they have any vacancies. If you are posting a CV, it must always be accompanied by a covering letter.

How to prepare a CV

Writing a good CV isn't as easy as you might think, but our advisers can help.

- ▶ A CV should be to the point and fit onto one or two sheets of white A4 paper.
- ▶ It should be typed using a clear font (such as Arial) and clearly laid out.

- ▶ Target your CV to suit the job you are applying for (but always tell the truth).
- ▶ Always get someone to check your final CV.
- ▶ Keep the original safe and update it as you gain new skills/experience.

You can build your own CV at: www.thesource.me.uk/jobs4u

Filling in application forms

An application form is often your first chance to impress an employer. Take your time, and follow these general points:

- ▶ Photocopy the form before you start. You can use this as a rough copy to fill in first.
- ▶ Check for any special instructions.
- ▶ Check the spelling of words you are unsure about.
- ▶ When you are ready, write clearly using black ink.
- ▶ Complete all relevant sections in full. Never just write 'see CV'.
- ▶ If a question does not apply to you, put 'none' or 'N/A'.
- ▶ Check the form over, and ask someone else to check it as well.
- ▶ Don't forget to sign and date the form.
- ▶ Make a photocopy of your completed form (this will help you to prepare if you do get an interview).

Most application forms contain a supporting information section. This is your chance to really sell yourself by matching your skills and experience to the person specification. You can use separate headings to focus your writing.