

# WORK EXPERIENCE

## An open letter from Oxfordshire businesses to local school students

Dear students,

We are writing to you from a wide variety of companies across Oxfordshire. Between us we've already welcomed hundreds of students to come and experience our workplaces, and we think young people like you have a huge amount to offer companies like ours.

We're so pleased that you are taking on a work placement this year, and want to wholeheartedly encourage you in this experience! To help you settle in to your placement, we thought you might like to hear some top tips from the point of view of the 'employer', to help you make a good impression during your placement and get as much out of it as you can.

### Top tips from business on a successful work experience placement

Don't forget the six 'p's!

#### Be PROFESSIONAL

- Write your own application letter and CV, and get a teacher to check them
- Expect to be invited to an interview or meeting before your placement
- Say thank you regularly

#### Be PREPARED

- Make sure you plan how to get to your placement so that you're not late
- Check with the company what you should wear and if in doubt, go smart
- Make notes before and during the placement

#### Be POLITE

- Never swear and never be rude about or to anyone you meet
- Don't look at your phone or social media whilst in the workplace
- Treat information you hear as confidential

#### PUT yourself out there

- Be as communicative as possible and ask lots of questions
- Show initiative and make suggestions that might help us
- Be confident in the skills you have already

#### Be PRACTICAL

- Work hard and you will be rewarded
- Don't expect to be running things on your first day – some workplace tasks are boring!
- Consider how you could build on what you learn after the placement

#### Take time to PONDER

- Reflect on what you have learnt and tell your employer the impression it made on you
- Request feedback on how you did
- Ask if you can stay in touch and if the employer will give you a reference



## Reciprocate: open letter to students

If you can get these things right, who knows where your placement might lead you – to an apprenticeship or job later in life, to a great reference for your CV, or to a clearer view of what education or training you might want to do next. For us, the businesses, we are excited to be in touch with you, our next generation of employees and customers.

One final thing: we welcome work experience students from ALL backgrounds, whether or not you already have contacts to help you organise a placement – so don't be shy, tell us about yourself!

Thank you for reading, and all the very best of luck for your forthcoming work experience placement.

Yours faithfully,

Oxfordshire's Reciprocate businesses



Hosted by Oxfordshire Community Foundation, Reciprocate is a group of businesses that are working together to improve the lives of people in Oxfordshire. Reciprocate member companies believe that, by working together, sharing ideas and collaborating on projects, they can realise their good intentions through the power of many. Find out more at [www.reciprocateox.org](http://www.reciprocateox.org).