

WORK EXPERIENCE TRACKER: NEVER FORGET!

| MY EMPLOYER | |
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| Name of employer | Check the spelling |
| Address details | Main address and phone number, website, location. |
| Outline of main business | What products does it make? What services does it provide? |
| Clients and customers | Who uses this organisation's products/services? In which countries does this organisation operate? |
| Main competitors | What other organisations operate in this area or offer similar products/services? How do these organisations compare? |
| MY WORK EXPERIENCE | |
| Length of placement | How long did I spend with the company? |
| Job title/role | What was my role? Did I have a job title? |
| Main responsibilities | What were my main responsibilities? Did I have specific responsibility for a particular project? Note also any additional responsibilities you took on. |
| What training did I receive? | This doesn't have to be classroom-based training – it could also include on-the-job learning, including learning to use a specific piece of equipment or software application. |
| Did I overcome any difficult situations? | See 'problem solving' in the Key Skills section below. |
| Personal achievements | What did I achieve during my work experience? For example, this could include successfully completing a project, suggesting a new way of solving a problem, or learning to be confident while giving presentations. You might also want to think about how the experience will help you with your studies if you are going back to complete the final years of your degree. For example, maybe you found that you found a new way to prioritise your work and manage your time. |
| GETTING A FEEL FOR THE WORK | |
| What did I enjoy most? | |
| What did I dislike? | |
| What was the biggest highlight? | |
| What was the toughest challenge I faced? | |

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| <p>Is this a sector that I can see myself working in permanently?</p> | <p>YES: Why am I enthusiastic about this sector? <i>(This will be an important element of your covering letter if you decide to apply for graduate jobs in future.)</i></p> <p>NO: What aspects of the work did I enjoy most? Is there another area that might suit me better? Is there a particular aspect of the work that I want to avoid in future?</p> <p>MAYBE: Why am I uncertain? Should I consider doing further work experience with another employer in the same area of work?</p> |
| <p>Could I work for this employer?</p> | <p>How did I feel about the size of the company?</p> <p>What about the working culture?</p> <p>Was it a 'good fit' for me?</p> |
| <p>KEY SKILLS</p> | |
| <p>Certain key skills are always popular with graduate recruiters across all sectors (see the 'top ten' list below) so it's important to think of work experience as a chance to show that you have these skills. If you keep a good record of the skills you use during your work experience, these examples will be an invaluable resource when you start filling in application forms for graduate jobs.</p> | |
| <p>Communication skills</p> | <p>Keeping verbal and written communication clear.</p> <p>Being concise and confident.</p> <p>Understanding your audience and tailoring your communication to them.</p> <p>Listening to and considering the views of others.</p> |
| <p>Teamwork</p> | <p>Building and maintaining positive working relationships.</p> <p>Sharing information with others.</p> <p>Working together towards a common goal.</p> <p>Supporting other members of your team or department.</p> <p>Showing respect for alternative views.</p> |
| <p>Commercial awareness</p> | <p>Gaining knowledge of the business you worked in and the sector that it's part of.</p> <p>Knowing your work experience employer and its competitors.</p> <p>Understanding key business issues such as how the company makes money and what external factors can affect this.</p> <p>Understanding the financial implications of your work.</p> |
| <p>Motivation</p> | <p>Being optimistic even when things get tough.</p> <p>Enthusiasm for the type of work or for the sector.</p> |
| <p>Perseverance</p> | <p>Showing determination to achieve an end result.</p> <p>Achieving goals despite obstacles or problems.</p> |
| <p>Problem solving</p> | <p>Displaying a logical and analytical approach to problem solving.</p> <p>Viewing problems from a number of angles.</p> <p>If you worked on a particular problem, use the STAR method to list the</p> |

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| | Situation you faced, the T ask, the A ction you took, and the R esult you achieved. |
| Leadership | Thinking about what motivates others. Leading a team, or leading colleagues by example. |
| Adaptability | Being flexible and able to adapt to change. Being prepared to listen to others' views and change your opinion. For example, if you worked on a project where you had to change your direction, how did you cope? |
| Analytical thinking | Taking a methodical approach to breaking down processes and problems. |
| Creativity | Thinking laterally to generate ideas and find innovative solutions. |
| What other skills did I pick up or use during my work experience? | Did I learn any technical skills, or put any existing technical skills into practice? Did I get to know any new software, such as Excel or a company-specific database? |
| MAKING CONTACTS | |
| <p>Work experience is a useful way to show what you can do – and then get references that will help your job applications in future. Identify at least one senior colleague (such as a line manager) who knows your work well enough to be happy to act as a referee. Always check that they would be happy to give you a reference <i>before</i> you give out their name in an application.</p> <p>You can also use work experience as an opportunity to get to know people in other areas of the business. Make a note of their details if you think you may want to contact them in future.</p> | |
| Referee | Name: Job title: Their relation to me: (eg line manager, mentor) |
| Have I checked that they would be happy to give me a reference? | Yes/No |
| Contact details | E-mail address: Phone number: Postal address: |
| Other people I might want to contact in future | Name and job title: Business area: Contact details: |

Check back at <http://www.cce-uk.com> for more advice and tips on work experience and internships, and to search for work experience and internship opportunities.