






# How to Find a Work Experience Placement

## Why Work Experience Matters





Work experience is a valuable opportunity to explore career interests, develop skills, and gain insights into different industries. It helps build confidence, enhances your CV, and gives you a head start in your future career.

## Getting Started: Ask Yourself These Questions





-  What interests me?
-  What subjects do I enjoy at school?
-  What career paths excite me?
-  Do I have a dream job or industry in mind?
-  What skills would I like to develop?

## Resources to Help You Find a Placement



### 1. Unifrog: [www.unifrog.org](http://www.unifrog.org)

-  Use the Personality Profile or Interests Profile to explore suitable careers.
-  Search the Careers Library by keyword or school subject.
-  Explore the Apprenticeships tab for contact details of employers offering work experience.
-  Build your CV with Unifrog's tools.

### 2. Online Research:

-  Use Google and Google Maps to find businesses in East Oxford.
-  Check out [Yell](#) or [Thomson Local](#).
-  Visit **Find Your Future** by OxLEP: [www.the360expo.com/find-your-future](http://www.the360expo.com/find-your-future)
-  Read local magazines like *Round & About* or check school newsletters.

### 3. Get Support from Your School:

-  Contact **Ms Jemal**, your Head of Year, for ideas and guidance.
-  Think about your interests beforehand to target specific areas effectively.

# Ideas by Industry (Local Employers Near Oxford Spires Academy)

## **Financial:**

HSBC (Oxford Branch), Barclays, NatWest, PwC Oxford, Grant Thornton Oxford.

## **Art & Design:**

Modern Art Oxford, The Ashmolean Museum, Oxford Print Centre, The Jam Factory.

## **Law:**

Brethertons LLP, Freeths LLP, Knights PLC, Citizens Advice Oxford.

## **Engineering & Construction:**

Rutherford Appleton Laboratory, Laing O'Rourke, A.C. Lloyd Construction.

## **Healthcare & Medicine:**

John Radcliffe Hospital, Nuffield Health Oxford, Manor Hospital, Oxford Eye Hospital.

## **Animals:**

Medivet Oxford, Chalgrove Vets, Oxfordshire Animal Sanctuary, Cotswold Wildlife Park.

## **IT & Computing:**

Sophos (Abingdon), Oxford Computer Consultants, Nominet, RM Education.

## **Media & Books:**

BBC Oxford, Oxford University Press, Blackwell's Bookshop, The Oxford Times.

## **Public Services & Administration:**

Oxford City Council, Thames Valley Police, Oxfordshire Fire & Rescue.

## **Education & Childcare:**

Oxford Spires Academy(!), Oxford Brookes University, The University of Oxford, Magdalen College School.

## **Charities:**

Oxfam HQ, The Oxford Hub, One Planet Abingdon, Helen & Douglas House.

## **Science:**

Culham Science Centre, Oxford University Research Labs, Diamond Light Source.

## **Leisure, Tourism & Hospitality:**

Malmaison Oxford, Oxford Castle & Prison, Ashmolean Museum, Oxford Playhouse.

## **Retail & Sales:**


John Lewis Oxford, Westgate Shopping Centre, Boswells of Oxford, Waitrose.

## **Outdoor Careers:**

University of Oxford Botanic Garden, Harcourt Arboretum, Blenheim Palace Grounds, Oxford Preservation Trust.

## Next Steps: Take Action!

 Make a list of your **top 5 ideal placements**.

 Start contacting them via email, phone, or in person.

## Example Work Experience Request Email

**Subject:** Work Experience Placement Inquiry

Dear [Employer's Name],

My name is [Your Name], and I am a Year [Your Year] student at [Your School]. I am very interested in [Industry/Company Name] and would love the opportunity to complete a work experience placement at your organisation.

I am available from [Start Date] to [End Date] and am keen to gain insight into [specific role/industry]. I am hardworking, eager to learn, and passionate about developing my skills in [relevant skills/qualities].

I have attached my CV for your reference and would be grateful if we could discuss any opportunities available. Please let me know if you would like to meet or if further information is needed.

Thank you for your time and consideration.

Best regards,

[Your Name]

[Your Contact Information]

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**By following these steps, you will increase your chances of securing a meaningful and inspiring work experience placement. Take the initiative, reach out to employers, and explore exciting career opportunities!**