



## Work Experience

Work experience is a vital introduction into the world of work. Whether it is an internship programme, volunteering, paid or unpaid work experience or work shadowing; it all helps you to make career decisions and to develop the skills you will need in your future career.



### The benefits of work experience

There are lots of benefits of completing work experience. Everyone's experience will be different, however here's a few key benefits:

- It's a great introduction into the world of work and allows you to get a sense of how it feels to work in a chosen company or industry
- Helps stop any preconceived ideas of what it's like and builds your confidence
- Helps you to decide where you want to be (or don't want to be) in the future
- Shows your passion and curiosity about an industry, company and functions
- You will have the opportunity to gain new skills and build on the skills you have, increasing your employability
- Great opportunity to build your professional network by making some key business contacts
- Strengthens your CV and could set you apart from others in the future. Also helps you when you are applying for jobs, college or university.

### How to find work experience?

It's sometimes difficult to know where to start when finding some work experience. Here's a few options for you to explore:

- If you are in education, your starting point should always be your school, college or university's career service. They have a stronger relationship with local employers are likely to have multiple contacts for work experience places or volunteering opportunities for you to explore
- Family connections – don't forget it's not always what you know but who you know. If someone you know works in a field that you are interested in then don't be afraid to ask them for support
- Check out company websites and social media pages – some local authorities or companies may run face to face work experience programmes or even virtual ones
- Contact local businesses – send an email or letter explaining you would like some work experience, when you are available and what type of experience you are looking for
- Look for paid opportunities during vacation times

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## Top Tips

Here are our top tips to get the most out of your work experience placement:

- ❑ **Make a good impression** – demonstrate a good work ethic by showing willing and enthusiasm. You may be asked to complete a number of tasks so try this out to the best of your ability. Also good time keeping, attendance and adhering to the company dress code are a must. You never know, you may want to apply for a role there in the future and these are the things that will be remembered.
- ❑ **Get to know people** – during your time on work experience you will be introduced to a lot of people; always smile and introduce yourself
- ❑ **Ask Questions** – lots of them. This is your opportunity to learn about the world of work and whether this could be the future career for you, so ask away. The people you are working with will love that you are showing a real interest in the task, job and them
- ❑ **Be organised** – listen to what you are being told to do and when you need to complete a task by, make notes to help and remind you so you can manage your time effectively
- ❑ **Show your initiative** – don't just wait to be told what to do. Ask for work if you have finished a task that you have been set and also don't be afraid to make suggestions and share your ideas if you see opportunities
- ❑ **Try and find out as much about the business as possible** – you may have been allocated to a specific area of the business but go ahead and ask if you can gain an insight into other areas or whether a conversation can be set up for you to talk to employees in another department. Remember, this is your opportunity to gain as much information as you can whilst you are there.
- ❑ **Record what you do** – keep a work experience diary so that you can reflect back on the experience, what you have learnt and the skills you have used. This will also be helpful in the future when you may be applying for opportunities and attending interviews.
- ❑ **Ask for feedback** – at the end of the work experience don't forget to ask for feedback on how the employer think you did and if they have any observations that you can build on in the future
- ❑ **Make connections** – if you have been given a specific point of contact throughout your work experience, follow up with them afterwards to maintain an ongoing professional relationship. They may be able to act as a referee for you in the future or let you know when future job opportunities arise.

### Work Experience at Boots

For more information on work experience at Boots please visit  
<https://www.boots.jobs/graduates-and-early-careers/work-inspiration/>.

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