

WORK EXPERIENCE PROJECT.

Planning for Work Experience

2. Apply

Working with the student, use this checklist to begin to unpack and explore how to approach employers and apply for a work experience placement.

Topic / Content	Confirm understanding
Preparing to apply for placements	
What can you put in a resume to tell an employer about you and your skills?	☐ Yes
Do you have a resume?	☐ Yes
Do you have a generic cover letter?	☐ Yes
Can your cover letter and resume be customised to fit job requirements?	☐ Yes
What jobs are you applying for?	☐ Yes
Do any of the jobs you are applying for have closing dates or specific requirements?	☐ Yes

Types of applications	
Online application	☐ Yes
Direct email expressions of interest	☐ Yes
Cold calling	☐ Yes
In person expression of interest	☐ Yes
Follow up	
Why do you need to follow up on applications?	☐ Yes
When should you follow up?	☐ Yes
How do you follow up on an application or expression of interest?	☐ Yes