

## **Work experience**

### **Tips and hints for your CV and Cover Letter**

#### **CV writing – things to include:**

##### **Contact details**

Tell us who you are and provide at least one contact address.

This can be a combination of your postal address and/or email address. It is always useful to add your mobile number too!

Email is the easiest and most used form of communication

If you have a school mail address and a personal one, it may be worth adding both account details. You may want to include a parent or guardian email, so they are always updated on your application process.

##### **Brief personal statement**

Describe yourself in a couple of sentences, including your character qualities and attributes.

##### **Education**

Tell us where you are studying and where you have studied if you have moved schools. Include any predicted grades you have and any extra-curricular activities or responsibilities you have or are involved with at school.

##### **Personal interests**

Tell us briefly of any additional interests you have that help to convey your character and personality.

*A CV should be no longer than two sides of A4 – although a work experience applicant is likely to not need this much space.*

##### **Cover letter**

The first impression a potential employer will have of **you!**

This is your chance to expand on the information set out in your CV. Tell us more about yourself and why you are interested in applying for work experience with UKAEA. How did you find out about the programme and why you would find it interesting to come and work with us for the week? What do you hope to gain and how will this help you?

*Remember this is only a guide not a template...*