



**You may not know what industry you want to work in
and that's okay too!
Just do something that interests you**

Ada Lovelace CofE High School



Previous examples of employment:

- Ealing Charity shops
- Hounslow Urban Farm
- Walk Disney
- Shelly's Pharmacy
- Conway Chemist
- Kings dental Clinic
- Ealing Trailfinders
- Grayline Builders
- QPR
- Primary Schools
- The Ealing Grocery
- Bush Theatre
- Vue Entertainment
- Ealing Central Library
- Faber Music
- British Army
- Sinker Solicitors
- Knowles Construction
- Paramount Pictures International
- Advanced Broadcast Services
- Make it Ealing
- Dome Tours
- Barratt West London
- Kingston Hospital
- Heavenly news Ltd
- Dan Tsantilis Photographer
- Football Samurai Academy
- The Wellington Hospital HCA





- **Y7:** Understanding subjects, strengths & interests
- **Y8:** Year 8 into 9 Electives
- **Y9:** GCSE options
- **Y10:** CV writing / Work Experience
- **Y11:** Post 16 options

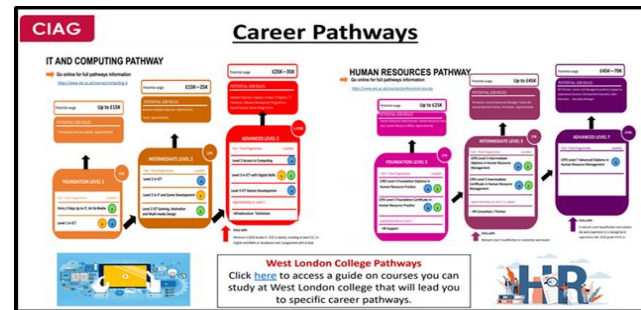
Year	Learning Outcome
10	<ul style="list-style-type: none"> To be able to write a CV which demonstrates my employability skills To secure a meaningful & valuable Work Experience placement To begin thinking about my Post 16 options, including my Plan A, B & C

- **CV Writing & Work Experience**
- Research & keep up to date with Post 16 options, including **labour market** information
- Understand **all your options** to a career path
- Preparing for your **Plan A, B & C** (Meetings with SLT in the summer term)



Ada Lovelace C of E High School

Have a Plan A, B and C



Work Experience Programme

Monday 6th – Friday 10th July 2025

- Think about the **type of workplace** you would like, linked to a Career path you might be interested in.
- Network** with family, friends or apply for one of the IBM placements on offer through Ada Lovelace
- Prepare a fantastic **CV and covering letter**
- Contact the employer directly via email to ask if they **accept Year 10 Work Experience students**
- Send off lots of applications as the competition is tough!

Term 1

CV writing
Preparing for placement
Initial contact with employer

Term 2

Securing your placement
Completing paperwork
Returning paperwork

Term 3

Work Experience briefing
Work Experience
Feedback from employer

Mr Dusting & Miss Slade

CareersIAG@adalovelace.org.uk

Make the Leap

Your Name
email@adalove.co.uk - 0712345678
99 Example Street, Example Town, EX4 9PL

PERSONAL STATEMENT
(Here you should take a few lines, not a few paragraphs above that for the cover letter) to quickly outline your interest in the role and why you'd be a good fit. Do not list all your skills here as they will be more relevant to employers searching for your CV within a job role listed under "WORK EXPERIENCE".

The aim is to highlight your professional attitudes and goals, summarising why someone should consider your application.)

WORK EXPERIENCE AND EMPLOYMENT
(If you are already in a job put this section first, above "education and qualifications". In reverse order, list each employer and their location, your job title, what you covered and what your main responsibilities were. Don't go into too much detail, if you don't yet have a job, find other things you have done that provide work experience such as voluntary work, planning an event at school, running a project shop at a youth club, Young Enterprise projects, etc.)

Job title - Dates of Employment (date format should be Month YYYY e.g. November 2011 - May 2012)
Company name -
Location -

responsibilities:

- Provide key achievements within a role and try to highlight the skills used to attain your goals
- Try to avoid soft terms like "high energy" and aim for skills used within the role - such as "programming using C++"
- Provide enough information to entice your potential employers to call you
- Always keep examples relevant to the role you are applying for

EDUCATION AND QUALIFICATIONS
List what GCSEs you will be taking and what you are predicted to get!

PERSONAL INTERESTS
(List any interests, clubs or leisure activities that might be relevant to the job you're applying for, or ones that showcase your skills and personal qualities)

REFERENCES
(Either write "Available on request", or include the names, addresses and contact details here of two people who can back up what you have said. Make sure you get their permission to be listed as referees first)



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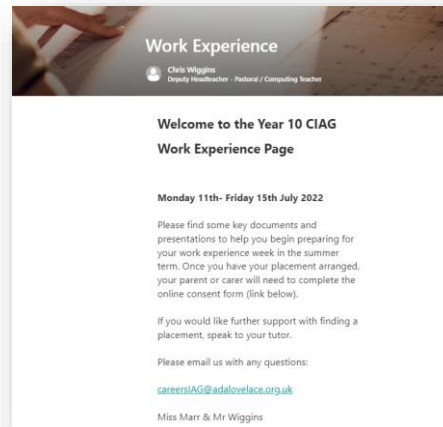
Later on today, Miss Marr/Mr Dusting will send the link to the **Year 10 Work Experience Consent Form to your parent / Carer.**

Once you have found your placement, please ask your parent or carers to complete this form – it's all done via **Microsoft Forms, so completely paperless!**

Once your parent / carer has completed the form, **we will then contact the employer to carry out any H&S checks.**

**Keep up to date on
Copia:**

(Wider Learning &
Careers > Y10 work
Experience)



CIAG

Support for Y10 with CIAG
Term 2

Year 10:

Friday lunchtime (Every two weeks)

- **The Bridge – 1.19** with Mr Dusting and Miss Slade
- Support with **Work experience applications** and **contact details**
- If you need support- speak with your tutors who will pass your information onto Mr Dusting & Miss Slade who will be able to offer tailored support

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