

Headhunted Group

Summer Careers Project



OAKS PARK SIXTH FORM 
Learning Together, Achieving Together

Dear Student,

Well done again for being a member of our Headhunted Group of students. This programme is exclusively designed for our exceptional and outstanding internal students. The goal of the programme is to enable students to fulfil their full potential while providing them with additional opportunities to expand their areas of interest; we aim to broaden their exposure to topics, journals and studies that are not included in the regular curriculum. This will provide them with the opportunities necessary to give them an advantage when it comes to making competitive applications to leading universities and apprenticeships in the future.

As part of the programme, we feel that it is important that you gain an understanding of the career that you potentially want to undertake in the future. Evidence shows that being proactive in having an in-depth understanding of your potential career route, and carefully researching this, makes you far more likely to obtain a place on a leading university or apprenticeship course and subsequently find employment in a company of your choice.

With this in mind, we have created a project for you to complete over the summer to ensure that you fully understand your future career pathway. Completing this project will be excellent to use in future applications, and will give you a head start in preparing for the independent research required by our sixth form students. The best projects will also receive a super special prize in the autumn term!

Please bring your completed booklet for the first day of term and hand it in to Ms Wilson in the Sixth Form office.

If you have any questions about the project, please do not hesitate to contact careers@oakspark.redbridge.sch.uk

Good luck with completing the project!

The Oaks Park High School Careers Team



Ms Caluda
Assistant Headteacher-
KSS and Careers Leader



Ms Wilson
Sixth Form Office
Manager



Mr McDonnell
Head of Year 13



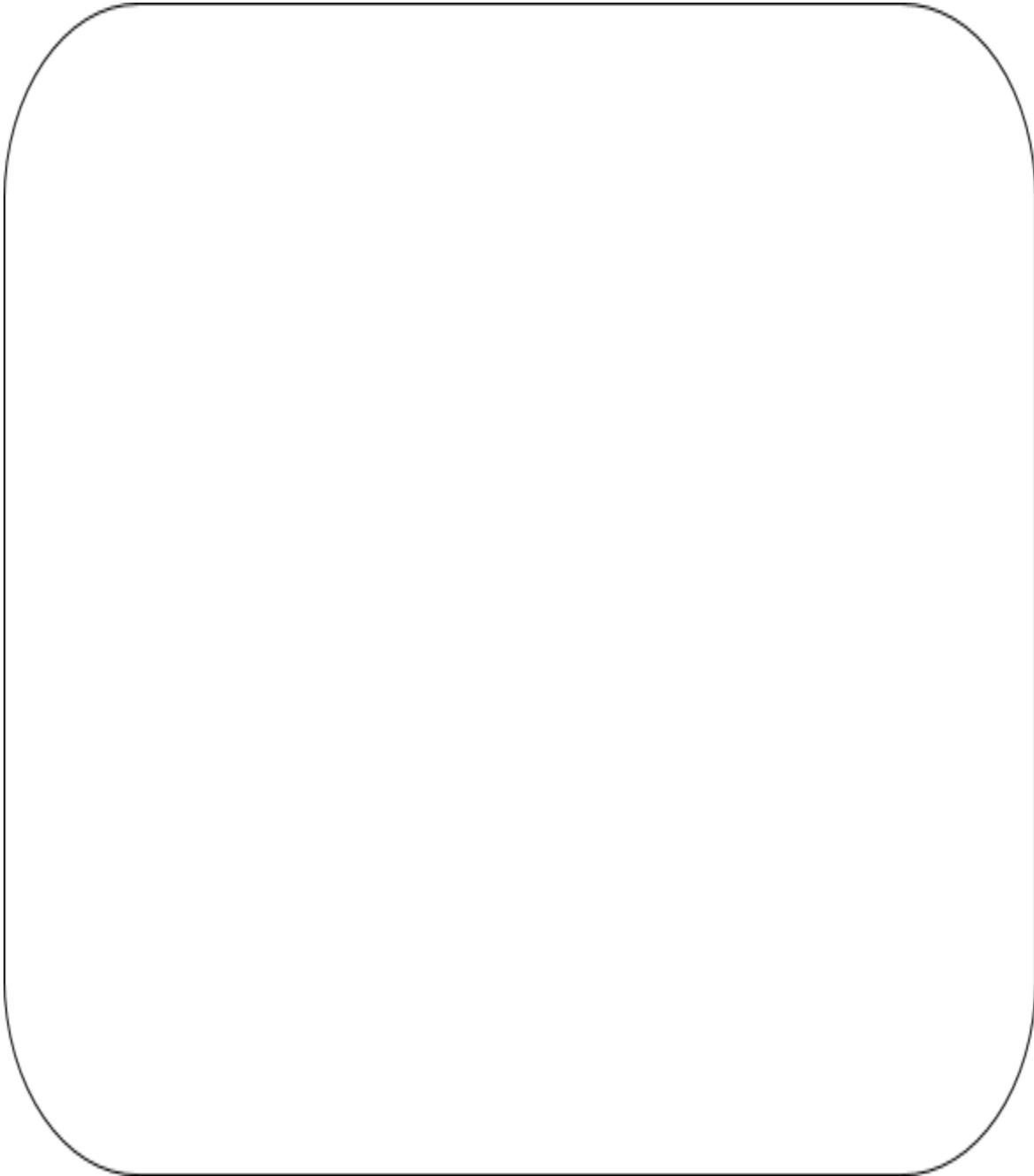
Ms Willson
Destinations
Coordinator



Ms O'Connor
Gatsby
Benchmarks
Coordinator

Activity 2: When looking for jobs, it is important to have an understanding of the labour market and what is happening within the field you are investigating. Using the websites below, and your own research, create a fact file about the labour market within your chosen career.

- ❖ <https://www.lmiforall.org.uk/widget/>
- ❖ https://data.london.gov.uk/apps_and_analysis/labour-market-update-for-london-june-2019/

A large, empty rounded rectangular box with a thin black border, intended for creating a fact file. The box is centered on the page and occupies most of the lower half of the document.

Activity 3: Using the information you have gained please complete a CV and covering letter for the job you wish to apply in the future. The best CVs and covering letters will receive a prize at the start of the next academic year so really sell yourself!

Below is an example CV to help you. You may also wish to use the following websites to support:

- <https://www.reed.co.uk/career-advice/how-to-write-a-cover-letter/>
- <https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters>

NAME SURNAME

Address , Full Name of Road, London, postcode

Tel : 020 8241 9000 / 07985 541237 email: student@whatever.com

(don't forget to put spaces in phone numbers as above for ease of reading)

PROFILE

Here you write a short (approx 10 lines worth of information) positive statement about yourself with key skills/qualities and possibly a career aim. Sell yourself to the employer. eg. for a shop job they want to know that you are honest, hardworking and enjoy interacting with customers. For a call centre, they want a pleasant and confident telephone manner. If you are replying to a job ad: read it carefully, underline words describing the person they are looking for and make sure you include some or all those words in this section.

KEY SKILLS

Good knowledge of XYZ software (eg. Word, Powerpoint etc.)

Good communication skills

Fluent in XYZ (languages)

Typing ??wpm

WORK EXPERIENCE (below are examples only – you may have none - you can include volunteering)

March 2012 - **Company Full Name Ltd.** Full Address, London, Postcode.

(Work Experience) **Job title** : My duties included this and that and the other and I particularly enjoyed...think up something if you can.

May 2012–present **Company Full Name Ltd.** Full Address, London, Postcode.

Saturdays only **Sales Assistant** : this that and the other and extra's eg. Sole Responsibility for the shop during Manager's breaks.

Sept. 2011

School Careers Centre – Admin. Assistant : I did this that & the other blah blah

EDUCATION / QUALIFICATIONS

Full School name

Exams due Summer 2013 - Predicted Grade (only include a column of predicted grades if they are good)

GCSE - English
Math
etc. etc.

BTEC Diploma - subject etc.

INTERESTS

If you have any, put them here and try to make them a bit varied so you are a 'rounded person' ie. something for the brain, something for the body. Try to include one which is relevant to the job. eg. reading for a job in a bookshop.

You can add references as set out below as long as referees know about it, or you can just put:

References available on request.

REFERENCES

Ms or Mr My Tutor or YCC

Tutor/YCC

School full name

Correct address

Tel. 000 0000 0000

Info or admin@school email address

or name.surname@school email address

Mr / Ms Manager Name

Full Company Name

Address,

London, Postcode

Tel. 000 0000 0000

manager email@blah.blah

Try to make sure your CV fits at most two sides of A4. Jiggle the formatting until it fits. For example you could put name and contact details on one side next to photograph if you include one. Or cut out the photograph which really is not necessary. Or change font: you'll find that switching from Arial to Calibri will save space, or change from font size 12 to 11. Don't go any smaller..

One page is just easier for employers and cheaper to photocopy for you.

*Avoid **Times New Roman** – a boring old fashioned font. Go for simplicity and clarity.*

*Do not use a silly fancy illegible and pretentious font like *Blackadder* it makes you look like an idiot. **Don't forget to do a spellcheck.** You can put each section in a box if you like- that seems to be fashionable these days.*

Example profiles:

I am a hard working, reliable student with good communication skills. I am confident and have a passion for art and design. I enjoy new challenges. I am keen to gain employment with a company where I will receive individual training and a range of experiences, which will really help me start my careers and reach my goals.

Calm and confident under pressure, with a high degree of self-discipline and motivation, I show commitment to all tasks I undertake. I am an enthusiastic team player and have excellent interpersonal and communication skills. I am looking to develop a career in the PR sector. Honest and hardworking young person with good communication skills, who enjoys interacting with the public and working as part of a team. Seeking a part-time position in the retail sector.

Dynamic young person, enjoys working as part of a team looking for a work experience opportunity in the finance sector. Honest, hardworking, good IT skills and keen to learn as much as possible. Thoughtful and reflective, I like to analyse my performance regularly to see how it can be improved.

Hardworking creative and adaptable young person with a talent for practical tasks and some experience of carpentry and DIY. I am keen to develop a career in the building trade as a craftsman. I like to work hard as part of a team and stay good humoured when under stress. Always punctual and very reliable.

Resourceful and perceptive young person, self-motivated and ambitious, seeks an opportunity for work experience in the Media Sector. I am particularly interested in community journalism and I have developed excellent listening and networking skills to stay in touch with local issues. I am confident of my writing ability as I write a blog which has had a positive response, and I expect to get an A in English GCSE.

Caring and sensitive person, who would like to work in a nursery. Trustworthy and with a strong sense of responsibility I would like an opportunity to find out more about working in the childcare sector. I am kind and thoughtful, with the patience needed when working with young children. I have some experience of looking after a baby and feel confident about being able to take on the tasks required.

Enthusiastic young person with a passion for the fashion industry enjoys working on projects with others. Adaptable, able to work in any team role, creative thinker with problem-solving attitude. Able to work reliably and flexibly to meet agreed deadlines. I have a good knowledge of current trends and designers and would love the opportunity of some work experience in fashion.