

# Careers and Employability Service

## Finding Work Experience Strategy

The following checklist is a guide to support you in your search for work experience and can be used as a starting point to help you develop your strategy.

You may want to consider the following points:

Before you begin your search	Done
Why do you want to gain work experience? E.g. industry experience, developing skills gaps, Part-time work whilst studying etc.	
What work experience would suit you? Consider your values e.g. work/life balance	
<b>Tip:</b> Explore your values here: <a href="https://www.southampton.ac.uk/careers/students/career-planning/discover-yourself.page#your_values">https://www.southampton.ac.uk/careers/students/career-planning/discover-yourself.page#your_values</a>	
What sector/industry would you like to get work experience in? Why?	
What type of work experience would help you meet your goals? E.g. insight days, placement	
Have you prepared your CV?	
<b>Tip:</b> Take a look at our CV guide (Writing Your Future) and watch our online Discover... CVs workshop: <a href="https://www.southampton.ac.uk/careers/students/application-support/cv.page">https://www.southampton.ac.uk/careers/students/application-support/cv.page</a>	
Have you completed a skills audit? (This will help you to build your CV)	
<b>Tip:</b> Access support for your skills audit here: <a href="https://www.southampton.ac.uk/careers/students/career-planning/discover-yourself.page#your_skills">https://www.southampton.ac.uk/careers/students/career-planning/discover-yourself.page#your_skills</a>	

Searching and applying	Done
Do you know where to look for work experience?	
Have you utilised your network for help searching for opportunities? E.g. Personal tutor, Careers Service, friends, family	
Do you know how you need to apply? E.g. CV, covering letter, application form	
<b>Tip:</b> If there are no advertised roles in your chosen sector, consider a speculative application <a href="https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters/speculative-cover-letter">https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters/speculative-cover-letter</a>	
<b>Tip:</b> Remember to tailor your application to each specific role and organisation	
Have you had your application reviewed? E.g. Friends, family, Careers Drop-in Service	
Do you need to prepare for an interview?	
<b>Tip:</b> Watch our online Discover...Interviews workshop: <a href="https://www.southampton.ac.uk/careers/students/application-support/interviews.page">https://www.southampton.ac.uk/careers/students/application-support/interviews.page</a>	
If you have been unsuccessful at interview, have you asked for feedback?	
If you are offered work experience, have you received your contract/agreed terms and conditions? (contracts not applicable to work shadowing or insight days)	

After your work experience	Done
Have you updated your CV and skills audit to reflect your experience and new skills?	
How will you capture your network? E.g. Ask for references, add colleagues on LinkedIn	
Reflect upon your experience. What aspects of the experience did you enjoy/not enjoy?	
Have your values or career goals changed based on your work experience?	