Greater Essex CAREERS HUB | THE CAREERS & ENTERPRISE COMPANY



TOP TIPS

Work Experience Cheat Sheet

Be polite and respectful



it also shows employers that you can behave professionally.

Arrive on time



(or early!) being on time shows you're reliable and ready to work.

Make it count

- try new things
- ask questions
- show your best self
- be curious



Be responsive



- listen carefully
- act quickly and reliably
- tell staff when you've completed a task
- take notes

Level up your soft skills



- teamwork
- creativity
- proactivity
- communication
- problem-solving
- time management
- decision-making

Keep your phone away



(unless told otherwise) using your phone at work can distract you