

Work experience diary

Name:					Employer:				
School:					Date:				
	Day 1	Day 2	Day 3	Day 4	Day 5				
Tasks I completed today									
Something new I learned today									
Something I found difficult or tricky today									

1. Make a good first impression Make sure you turn up on time, are suitably dressed (if in doubt, better to go smarter) and are raring to go.

2. Get to know people Greet everyone you meet with a smile. Don't be afraid to ask people about their roles, they'll be flattered!

3. Be organised Listen carefully to instructions and note down important meetings, dates and deadlines to help manage your time effectively.

4. Get involved The more you get stuck in, the more experience you'll gain. Be enthusiastic about any task!

5. Ask questions Ask for clarification if you're not sure what you're doing, but be resourceful. Sometimes a quick Google search will find your answer.