

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.