## Work experience diary

Name:			Employer:		
School:		Date:			
Day 1	Day 2	Day 3	Day 4	Day 5	
	Day 1	Day 1 Day 2	Date:	Date:	

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