



Inspiring business



To apply for the IOD Work Shadowing scheme

Please send your CV, covering letter and a passport size photograph to:

Deborah Midgley
Work Related Learning Manager
Careers Jersey
PO Box 142
Highlands Campus
St Saviour
Jersey JE4 8QJ

Or email marked IoD Work Shadow Scheme to d.midgley@gov.je

How to apply

The process is competitive with students submitting their CV and a covering letter or email to Careers Jersey. All students are interviewed before a panel of three, made up of a member of the IoD, a representative of the sponsor (KPMG) and a member of staff from Careers Jersey. Applicants are assessed at every stage: CV, covering letter and performance and personal presentation at interview (feedback is given after the interview).

Your CV and application are important as it will tell us a great deal about you and help us place everyone appropriately. It may seem like a job application - treat it as one! Ask for help if you are unsure how to complete it.

Your Details

Please complete fully so we know how to contact you and give an email address that you regularly check and is appropriate in a formal application process.

What should my application include?

Covering letter - This should be used to introduce yourself and your career aspirations briefly and you should explain what you hope to gain from the scheme and what qualities you feel you will bring to the experience.

What should I include in my CV?

- **Career Ambitions** - Your focus when shadowing a manager is to observe and analyse management style, methods and their effectiveness and these are broadly similar across most business sectors. This means that you can learn about management regardless of the actual business of your placement company. If you wish, tell us about your career ambitions and we will try to take this into account when finding a placement company for you but please remember that often this is not possible.
- **Subjects being studied and exams passed** - These will help us match you with the right employers.
- **Employment and Work Experience** - This is valuable information in getting the placement right.
- **Hobbies** - This helps us fit you with the culture of an organisation which is an important part of ensuring an enjoyable placement.

Checklist for your application - Letter of application - Passport photograph of yourself- Your CV including current contact details.

Deadline for Applications is 5pm Sunday 30th April 2017