



Work Experience Week Information for Applicants

Monday 29th June – Friday 3rd July

The School of Computer Science and the School of Mathematics at the University of Birmingham are welcoming applications for a work experience week across the two departments. The week will consist of mathematics and computer science projects, an introduction to the university, and a university Mathematics Taster Day.

We welcome applicants in year 12 who are studying suitable A Levels (or equivalent), and who are planning to study Mathematics or Computer Science at University level. The week is free of charge, but applicants must be able to attend the whole week and make their own travel, accommodation and sustenance arrangements. Each day will run from about 09:30 to 15:30.

*To apply, students should send a CV and covering letter, each no longer than one side of A4, to Rachel Burgess, Outreach and Schools Liaison Officer, by **Saturday 29th February**.*

The CV and Covering Letter should be attached to a polite email explaining who you are and why you're getting in contact, and sent on to Rachel Burgess, Outreach and Schools Liaison Officer, mathsoutreach@contacts.bham.ac.uk.

If you have complex formatting, consider converting your files to PDF to ensure they retain it.

CV

CVs should be laid out clearly and legibly. It is normal for CVs to list experience in reverse chronological order, with the most recent work at the top. Do not be afraid to use bullet points to make the sections shorter as you gain more experience.

Please give details of where you go to school, and full outlines of your achieved and predicted grades, especially maths, english and any other relevant subjects. You should list all relevant qualifications.

You should make sure that you have thought about how you can tailor each section of your application to ensure it is relevant to what you are applying for.

Your CV should be no longer than one side of A4.

Covering Letter

In the Covering Letter, you should write about why you want this opportunity and what you hope to gain from it, as well as what you feel that you can offer. You should include details of activities you have previously done and explain how these make you a better candidate now. For example, any books or articles that have read, or specific coding projects that you have enjoyed. If you have the space, use it – giving as much relevant detail as possible.

If your main interest is in one area, then do focus on it, but please mentioning any interest you have in all relevant areas.

Your Covering Letter should be no longer than one side of A4.

We look forward to receiving your application.