**LEITH ACADEMY & Developing the Young Workforce:**

**Top Tips from Employers!**

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| **Name of Company/Area of Employment:** | Scottish Government – public sector administration.  Geographical presence across Scotland. |
| **Top Tip for Success No. 1** | Good results are important to show employers that you have the capacity to learn.  That is something we are looking for when assessing candidates for appointments. |
| **Top Tip for Success No. 2** | That said, we have a range of jobs which all require different entry qualifications.  Some are looking for graduates with degrees in very specific subjects but we also offer a number of appointments which are open to school leavers; e.g. Modern Apprenticeships, which will look for around five National/Standard grade passes. |
| **Top Tip for Success No. 3** | Studying is hard and can be boring, but it’s necessary and it’s basically prep, which in this case is required for exams.  Some form of prep is needed in every job, so getting used to prep and finding a method that works best for you is a skill to develop for the future. |
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| **Name of Company/Area of Employment:** |  Dangerous Studio Ltd - Creative/Digital |
| **Top Tip for Success No. 1** |  Be on time.  |
| **Top Tip for Success No. 2** |  Learn when to speak and when not to.  |
| **Top Tip for Success No. 3** |  Listen to others.  |





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| **Name of Company/Area of Employment:** | Mearns & Company/Financial Services  |
| **Top Tip for Success No. 1** | Always include a covering letter with your CV when applying for jobs, and make sure you tailor the letter to make it relevant to the job that you are applying for.  |
| **Top Tip for Success No. 2** | Use an email address which comes across professionally - your name is a good thing to use.  Avoid email addresses like fluffybunny22@hotmail.com or anything else which highlights pet names, hobbies, football team preferences etc.  |
| **Top Tip for Success No. 3** | Do some research into the company that you are applying to, and you can then refer to this in the interview.  If you have taken some time to find out about the company it shows you are interested.  |

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| **Name of Company/Area of Employment:** |  The Scottish Government, Marketing and Insight Unit |
| **Top Tip for Success No. 1** |  Be informed.  |
| **Top Tip for Success No. 2** |  Be enthusiastic.  |
| **Top Tip for Success No. 3** |  Be on time!  |

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| **Name of Company/Area of Employment:** |  Recruitment and Skills Centre, Fort Kinnaird (Employability and Careers Advice) |
| **Top Tip for Success No. 1** |  Don't panic if you don't have a clear career path in mind. It's impossible for everyone to know what they want to do upon leaving school. However, ensuring you achieve the best possible results in your exams will open more doors than it will close!  |
| **Top Tip for Success No. 2** | If you don't know which career path you would like to take, but have a rough idea of what interests you - try to apply for something that is in line with these interests to allow you to keep your options open, moving forward  |
| **Top Tip for Success No. 3** | Your career is individual and specific to you. Therefore, don't be discouraged by peers potentially making more progress with theirs. This will be a very individual journey and no career path is the same, so don't get disheartened or discouraged if it doesn't happen overnight! |



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| **Name of Company/Area of Employment:** |  Forth Ports Authority & Royal Yacht Britannia |
| **Top Tip for Success No. 1** | Set yourself goals and have a plan:* Treat yourself as a project.
* Identify what needs to happen for you to achieve your goals.

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| **Top Tip for Success No. 2** | Identify your transferable skills:* How do you stand out from someone else – your unique selling proposition?
* How do you match your target Company’s requirements?

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| **Top Tip for Success No. 3** | Always research the Company you want to join:* Don’t repeat their website.
* What is it that makes them attractive to you?

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| **Name of Company/Area of Employment:** |  John Evans- various |
| **Top Tip for Success No. 1** |  Be true to yourself - do something you want to do not that others want you to do. Follow your passion. Be comfortable in your own skin!  |
| **Top Tip for Success No. 2** |  Acknowledge (at least to yourself) when you make a mistake - learn the detailed lessons and go again. Don’t let them get you down.  |
| **Top Tip for Success No. 3** |  It’s not a sprint - don’t compare yourself to your friend or others. Take your own time to get where you want to get to.   |



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| **Name of Company/Area of Employment:** |  Jessica Armstrong – Freelance Creative Media |
| **Top Tip for Success No. 1** |  Set a goal based on your ambition -- talk about it with people you trust... they may be able to help you understand your thoughts and help focus your intentions. |
| **Top Tip for Success No. 2** |  Success is not always about achieving the goals you set (see above tip No. 1); success, here, is in having the courage to pick your head up from your work and assess your position to recognise the following:\* you have been moving forward, though perhaps in a different direction from your goals... that's okay because you can get back on 'A' track... it doesn't have to be the same track (keep reading 👇)...\* perhaps this new/'wrong' track you're on is actually the right one... if so, it's time to reframe your goal to fit this track, and that's okay.\* don't be afraid to ask for feedback or help along your journey to achieving your goal... we can't be expected to know everything and so having a fresh and/or outside perspective can sometimes help you find the right track. |
| **Top Tip for Success No. 3** |  Find your tribe... success is having the right people around you, to support you, challenge you, listen to your worries, celebrate your successes, and to dust you off when you've picked yourself up if you've fallen... or indeed to pick you up when you think you don't have the strength.  |

