

# **Marchant Cain Group**

## **Virtual Work Experience KS5**

Dear Work Experience Student,

Thank you for choosing our company for your work experience. We are delighted to have you on board, even if it is just for a short time. We hope you will enjoy your experience and gain lots from it.

At Marchant Cain, we look for candidates who:

- Communicate clearly and confidently
- Take the time to research our company
- Can explain how their skills, interests and ambitions align with what we do.

Please begin your work experience by searching for our company online and reading up about us. This will be useful for you as you work through the tasks.

When you finish all the tasks and your teacher is happy with your progress, please add this work experience to your CV.

All the best,  
Career Seekers Direct



## What is it?

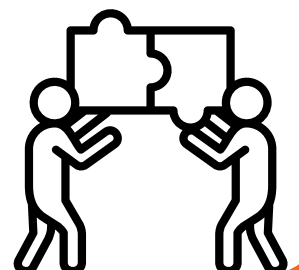
Marchant Cain is a high-performance company. In a recent talk, Pam Cain highlighted how good written and verbal communication is vital – not just for client relationships and team collaboration, but for making a strong first impression when applying for a job.

## Starter Task:

Use the Marchant Cain website and your own research to answer the following questions.

This will help you write a more targeted and informed job application.

1. What kind of products or systems does Marchant Cain design and build?
2. What industries do we work in?
3. What makes Marchant Cain different from other similar firms?
4. What kind of skills and qualities might we look for in new employees or apprentices?
5. Which part of our work or values most interests you, and why?



## Main Task:

Write a professional letter of application for a fictional early-career role at Marchant Cain (e.g. junior design technician, engineering intern, CAD assistant).

Your letter should:

1. Show that you understand the role
2. Show that you've researched the company and understand its niche
3. Highlight your technical skills, academic studies or interests
4. Explain why you're a good fit e.g. problem-solving mindset, attention to detail
5. End with a confident summary
6. Use formal letter structure

## Extension Task:

Think of a time you needed to explain something clearly – in a project, team or interview. This is a popular area of questions in an interview.

1. What was the situation?
2. What made communication challenging?
3. How did you adapt your approach?
4. What did you learn?

