

Marchant Cain Group

Virtual Work Experience KS4

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?

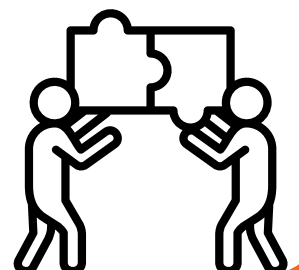
Marchant Cain is a high-performance company. In a recent talk, Pam Cain highlighted how good written and verbal communication is vital – not just for client relationships and team collaboration, but for making a strong first impression when applying for a job.

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?



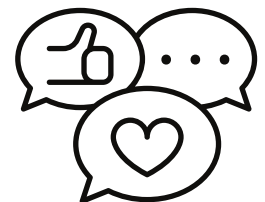
Main Task:



Write a cover letter to Marchant Cain, applying for a position. Your letter should:

- Be addressed professionally
- Mention what you've learned from researching the company
- Explain why you're interested in engineering or design
- Describe your skills, interests and ambitions
- Be well-structured with full sentence, clear paragraphs and a polite tone

Extension Task:



Show a friend or teacher to read the cover letter.

Ask them to use the following checklist to get feedback.

Once you have feedback, act on it.

- Does the letter sound enthusiastic and polite?
- Does it show an understanding of the company?
- Are there clear examples of strengths and interests?
- Is it free from grammar and spelling errors?