1. **Research Potential Employers:** Identify organisations that align with your T-Level subject and career interests. Think about the types of businesses or institutions where you'd like to gain real-world experience.
2. **Identify Placement Opportunities:** From your research, pinpoint up to **three** potential employers who might offer suitable T-Level placements associated with business support and administration.
3. **Obtain Contact Details:** For each of your chosen employers, find the relevant contact information for placement or HR departments. This might involve looking at their website, LinkedIn, or calling their main reception.
4. **Craft Your Professional Profile:** This is your chance to shine! **Create a compelling CV (Curriculum Vitae)** that highlights your skills, any relevant experience (even from school projects or volunteer work), and your enthusiasm for your T-Level subject. Remember, your CV is often the first impression an employer gets of you!
5. **Personalise Your Approach:** Write a **tailored cover letter for each of the three potential employers.** Each letter should explain why you are interested in their specific organisation and how your skills and the T-Level programme make you a strong candidate for a placement with them.

### **What to Submit for Induction (September 4th):**

* A list of the up to three potential employers you have identified, along with their contact details.
* Your completed CV.
* A unique cover letter for each of the up to three employers.

We look forward to seeing your preparation and discussing your placement aspirations at induction!