


Report Explanation and Template

	EUROPASKOLEN - EUROPÄISCHE SCHULE ΕΥΡΩΠΑΙΚΟ ΣΧΟΛΕΙΟ - EUROPEAN SCHOOL - ESCUELA EUROPEA - ECOLE EUROPEENNE - SCUOLA EUROPEA - EUROPESE SCHOOL - ESCOLA EUROPEIA - EUROOPPA-KOULU - EUROPASKOLAN
	W.E. REPORT EXPLANATION AND TEMPLATE

WORK EXPERIENCE REPORT: EXPLANATION

All students will be required to complete the Work Experience Report.

This report must consist of:

A) STUDENT' S DETAILS:

- ❖ Your full name, class, section, mail address, mobile number.

B) PLACE OF WORK EXPERIENCE:

- ❖ Name of the company/organization, address, name of the person responsible for the work experience and his/her mail address + phone.
- ❖ Dates of the work experience.
- ❖ The report itself (2 to 3 A4 pages) with:
 1. A summary of the company/organisation: company's type (multinational, big, average, small or micro company) or organisation (humanitarian, educational, medical, political, ...), number of people, type of goods or services, ...
 2. A detailed description of the different daily tasks.
 3. Personal feedback of the experience:
 - ✓ What did I learn during this work experience?
 - ✓ Does this work experience help me to make a better choice for my future (higher studies and career)?
 - ✓ Other ... ?

This final report will be added to Your school file and will be useful for job / university applications.

Any more questions? Please contact the Work Experience Coordinator.

**ATTENTION: THIS IS ONLY A REPORT TEMPLATE.
YOU CAN FILL IT IN OR WRITE YOUR OWN REPORT.**

WORK EXPERIENCE REPORT

Student's Full Name:

Class Section

Mobile Number

E-mail address

Place of work:

Company:

Address:

.....

Phone

E-mail

W.E. From / / / To / /

Full name of the person in charge:

Position held:

.....

Phone (if different)

E-mail (if different)

Other details:

.....

.....

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1. Summary of the nature of the work of Your company or department.

2. Report Your daily tasks or type of work.

a)

b)

c)

d)

e)

f)

g)

3. General assessment of Your Work Experience.

- Have Your expectations of the Work Experience been fulfilled?

- Has the experience influenced Your future academic and professional choices?

- How much have You revised Your life expectations after the work experience?

- Was it difficult to adjust from school life to working life? How was it difficult?

- Summarize the positive and negative aspects of Your work experience.

Brussels, ____ / ____ / ____

Your signature
