Writing your detailed record of experience application

Your detailed record of experience is a first-person report which documents your employment history from leaving full-time education until the current date. There is no template available so please take care not to use a predefined template as only work written in an original format will be considered for assessment. Please consider the following points when detailing your experience.

Provide the following for each position held:

- Name of your employer
- Your job title
- Period of employment
- Who you reported to
- Brief description of the organisation
- Details of the work you carried out

For all relevant experience you need to explain:

- Who did you report to?
- How did you actually approach the task?
- How often did you do it?
- Why did it need to be done?
- Who was the end-user/customer?
- What software/IT did you use?
- How many people helped you or were you part of a team?
- What was the outcome?

Key points:

- Use a format that looks well organised
- Avoid an employment CV – no bullet points
- Use ‘I’ throughout
- Include employment not verified
- Between 5-15 pages of A4