Your Work Experience Project Name

Your hook here: A short subtitle which explains it in one sentence.

Author: Your name  
Date: Date here  
Version: e.g. v1.0

# Background

Write a few paragraphs here about what you did, what you found out, and what you learned. Think of this like an executive summary. Make sure to write a hook at the start to make people interested, but also leave them wanting more so they want to read the rest.

# Planning

Explain the steps you took to decide what to do, this could include sketches, notes, research. Write it all down here. This is your opportunity to showcase the effort you put into this project! You could also include the time you took, how you organised your day to stay focussed, etc. If asked businesses questions before you started, what did they say, how did this make you adapt your plans?

# Solution

Explain what you built or what output you created. Really try hard to sell yourself in this section, this is your time to shine! If you can include images to support your description, then even better.

# Lessons Learned

What did you expect to happen or do in planning, and did this turn out as planned? If not, why not? If so, then how did your planning help you to be successful. Were you able to get any business feedback about what you did? If so, what did they say? How could you use this feedback to improve things if you did this again from scratch? What would you do differently next time. Did you collaborate with someone else, if so, who, did it help, and what did you learn?

# Transferrable Skills Review

Review everything you’ve done and think about how what you’ve learned could be applied in business if you got a job. Think about what jobs need from employees, and what this mini project demonstrates. Then write this as a concise bulleted list. Once you’ve done this, don’t forget to list this on your CV if you have one, or remember to do it when you eventually make one.

# Project Summary

Summarise what you did in one paragraph or two. This summary can be more reflective than the background at the start of the document. You might also consider including a “key takeaways” section which lists the main things done or learned, as this will make your report easier for people to read and remember.

# Appendices

Include any other info here that would have made the report too long or difficult to read. This section is optional and may not be required.