# Work Experience Template Letters & Work Experience Scripts

## Finding your own placement

## Why find your own placement?

Finding your own placement means that you should undertake a suitable placement that is of interest and personally rewarding to you. It also helps to develop communication, resourcefulness and initiative and will help to ensure that you have access to a wide range of jobs and employers.

Making the most of work experience

To get the most out of work experience, you should plan and consider what you would like to do. You may want to think about:

• Careers you are currently considering.

• What sort of person are you? (Likes and dislike)

• What is important to you in a job? (Working with people/computers/animals etc.)

• What type of environment would you like to work in? (outdoors/shop/office/factory etc.)

• Do you want to try something that interests you or try something new?

• How far are you able to travel?

*If you are still unsure why not think about:*

• What are your favourite subjects at school?

• Do you attend a club or have a hobby outside of school that could link into a placement?

## Finding an employer

Once you have decided what you would like to do for work experience, you will then need to try and find an employer.

Below are some ways that could help:

• Ask family and friends.

• Contact employers that you know of.

• Use the Internet to search for employers in the sector you are interested in.

• Ask your school if they have any contacts through careers related activities they do.

## How to contact an employer

### Contacting an employer

You, and not a family member, should contact the employer for a placement. Contacting an employer, yourself will show that you are confident and taking ownership of your placement.

The thought of contacting an employer will seem daunting at first, but if you are prepared, you will feel less daunted about the prospect

• If you are phoning an employer, practice what you will say and ask a family member/tutor or careers officer if they would do a practice run with you.

• If you are emailing /sending a letter, ask someone to proofread before sending and find out who the contact is rather than sending a generic letter or email requesting politely the person you need to contact for work experience.

• Research the employer on their company website & social media

• Consider the most appropriate way of contacting them.

• Contacting an employer by phone

• Remember to speak clearly and be polite. Have a pen and paper to hand ready to take some notes.

### Contacting an employer by phone

Below is an idea of how to make the call:

**Always start by introducing yourself and explain why you are calling**

**Initial call to business**

This is likely to be to a receptionist, so you will need to make an initial enquiry:

- Hello, I was calling up to ask if you are offering work experience placements for year 10 pupils? Is there someone I could talk to about this please?

Or

- Hello, I have been given your number from the schoolwork experience coordinator. Would it be possible to speak to…..(name of person).

You will either be able to speak to that person directly, be asked to leave a number for them to call you back, or they will ask you to call later.

**When you speak to the person responsible for Work Experience**

- Hello, my name is ... I am a year 10 pupil at Great Torrington School, and I was ringing to ask if you were offering work experience this year, please?

- I am interested in ... so would like to find out what it is like to work in that sector.

- I would like to gain some experience working with other people to try and develop my …. (confidence, organisation skills, communication skills)

- Do you have public liabilities insurance?

 - The dates are the 23rd March – 27th March.

- Please can I take your email and contact number?

# Contacting an employer by letter/e-mail

Alternatively, you can contact an employer by letter/email. Below is an idea of how to structure.

**Applying for Work Experience**

A well written work experience application letter or email could make all the difference when it comes to being considered for your work experience placement. Not only will it help you to **stand out** from other applicants, but it can also help you be successful in gaining your chosen placement.

We have drafted work experience letters and email templates to give you a few ideas and help get you started. Remember that these are only an example and should be amended and adapted to showcase you, your interests and your reasons for wanting a placement with them.

We offer some top tips below, reminding you of what you need to tell the employer:

* Who you are
* Your contact details – full postal address (including a phone number and email address if you have one)
* If you are applying by email, make sure your email address is suitable and not offensive to anyone
* What school you are from
* The dates of your work experience
* What kind of role you are looking for
* Your career goals (and why this placement would help you)
* A little bit about yourself – like your skills, interests, hobbies if you are part of any clubs, teams or any achievements you have both in and out of school
* And importantly why you want this placement!
* Remember to be professional, polite and to always check your grammar, punctuation and any spelling mistakes.

Good Luck!

# **Applying For A Work Experience Placement**

**Template Letter 1**

Your Name

Your Full Postal Address

Date

Contact Name (if known)

Employers Name

Employers Full Address

Dear Sir/Madam, (or their name if known e.g. Mr/Mrs/Miss ….)

I am a Year 10 student from Great Torrington School.

I’m writing to enquire whether it would be possible to do a work experience placement with you for 1 week on **23rd – 27th March / 31st March – 4th April** please. Please remove the date not applicable to you.

I would love to gain some practical experience in (chosen field of Work Experience) as I really enjoy (insert reason). I am hoping this will be a career for me in the future and feel the experience you can provide me with will be really valuable.

I have (insert relevant skills to the role). In my spare time, I like to (list relevant hobbies and interests). I’m also a member of (list any groups/clubs/activities).

I am a hard worker, who is (insert your qualities) and would love to have the opportunity to do my work experience with you. I can be contacted on either my address shown above or on (insert email address and mobile number if you have one).

My school has also asked me to find out if you have employer’s liabilities insurance for the placement to take place. I would appreciate it if you could confirm this please.

I look forward to hearing from you.

Yours sincerely (if you start your letter with the person’s name)

OR

Yours faithfully (if you start your letter with Dear Sir/Madam)

Sign here

Write full name

## Applying For A Work Experience Placement

## Template Letter 2

Your Name

Your Full Postal Address

Date

Contact Name (if known)

Employers Name

Employers Full Address

Dear Sir/Madam (or their name if known e.g. Mr/Mrs/Miss ...)

Request for Work Experience**23rd – 27th March / 31st March – 4th April** Please remove the date not applicable to you.

In March, Year 10 at Great Torrington School are involved in one week of work experience. I am writing to see if it is possible to carry out my work experience at (insert name of employer), as I am very interested in a career dealing with (note the area of interest).

My interests include (list your interests). I also enjoy (list some area of interests related to this particular job).

I would love to have the opportunity to undertake my work experience at (insert name of employer) because (insert reasons).

OR

If it is possible for me to undertake my work experience at (insert name of employer), I am available to attend an interview to discuss the details of the placement. I’m available any time after 3.00 pm on weekdays or on Saturdays if convenient.

My school has also asked me to find out if you have employer’s liabilities insurance for the placement to take place. I would appreciate it if you could confirm this, please.

I look forward to your reply.

Yours sincerely (if you start your letter with the person’s name)

**OR**

Yours faithfully (if you start your letter with Dear Sir/Madam)

Sign here

Write your full name

## Applying For A Work Experience Placement

## Template Email

RE: Year 10 Work Experience

Dear Sir/Madam (or their name if known e.g. Mr/Mrs/Miss ...)

I am a Year 10 pupil from Great Torrington School

I’m writing to enquire whether it would be possible to do a work experience placement with you for 1 week on 24th March / 31st March 2025. (Delete which date isn’t applicable to you)

I would love to gain practical experience in (chosen field of Work Experience) as I really enjoy (insert reason). I am hoping this will be a career for me in the future and feel the experience you can provide me will be really vital and valuable.

In my spare time I like to (list relevant hobbies and interests). I’m also a member of (list any groups/clubs/activities).

I am a hard worker, who has excellent (insert your qualities). I would love to have the opportunity to do my work experience with you so I can develop myself further. I can be contacted on either of my contact details shown below.

My school has also asked me to find out if you have employer’s liabilities insurance for the placement to take place. I would appreciate it if you could confirm this please.

I look forward to hearing from you.

Yours sincerely (if you start your email with the person’s name)

OR

Yours faithfully (if you start your email with Sir/Madam)

Insert name

Full postal address

Contact number