

How to secure yourself a work experience placement

Part of preparing for work experience is emailing employers and asking them for a placement. Even if you think you have a placement you should still send them an email to get it confirmed, and you could send emails to other places you might be interested in as a back up or as a dream job!

What to put in your email?

Use the template below to help you write your emails to employers. Make sure you sell yourself and give specific reasons why you want to work for their company.

Please make sure you use your school email and you cc in your tutor and Mr Green for info.

Subject – Work Experience

Dear (Sir/Madam/Name if you know it)

I am a Year 10 student from Forest Hill School, studying (list of subjects you will be taking)

I would like to enquire about a potential work experience at (company name), which I will be available to carry out for two weeks from **28th November to 9th December**.

I am keen on getting some practical experience in (chosen field of work), because (reason for pursuing this particular field of work with this particular company).

I am a (describe yourself and your skills in a positive way) which can be shown in my (give some examples of where you show these skills).

In my spare time I like to (give some positive examples of what you do) and I am also (a member of/have been awarded/take part in - give some relevant examples of your achievements or things you do).

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at (company name).

I look forward to hearing from you soon.

Yours (sincerely/faithfully)

(Your full name)

How do you find employers?

1. Decide the sort of employer you are interested in (eg Lawyer, electrician, accountancy)
2. Go to google maps and type in the industry you are interested in
3. Look at the different options and select the ones that you feel you can travel to (remember you may have to take a bus or travel to find the best job!)
4. Take down the contact details (email and phone)
5. If they have a website read it quickly to help you write your letter
6. If you can find the name of the person to contact note it down so you can ask for them by name/use their name in your email

REMEMBER YOU SHOULD BE AIMING TO SEND AT LEAST 15-20 EMAILS

What do I do after sending the emails?

- Wait a few days – make sure they have had time to read it and consider it
- If you have their phone number call them, tell them who you are and ask if they have seen your email and whether they have considered it
- If it is a shop or a business with a reception you could visit them and go and ask them yourself
- If you don't have either follow up in roughly a week with a second email asking if they have had a chance to read the first

What do I do if they say yes?

You will need to get them fill in the Own Find Form (given to you in tutor, emailed to your parents or at student services). Ask them politely if they mind helping filling in the form and either taking it in to them and bringing it back to school or emailing it to them. Remember it is your responsibility to get this completed so you need to make sure it comes back to school next term.