

Contacting employers by letter

Work experience letter template

[Your name]

[Address]

[Postcode]

(Email and mobile no.)

[Date]

[Employer's name]

[Full address]

[Postcode]

Dear [research to find out the person's name who oversees work experience]

I am in [year group] at [school name], where I am studying GCSEs in [list of subjects].

Reepham High School's work experience dates are from the 8th-21th July 2021 and I wondered if it would be possible to do my placement at [company name]. I'm keen on gaining some work experience in [chosen field of work], because [say why you would be interested in doing your placement with the company / person]

In my spare time, I like to [list relevant hobbies and interests]. I've also had some experience in/am a member of [list any groups/clubs/other work experience/jobs].

I very much look forward to hearing from you.

Kind regards

SIGN THE LETTER

[ALSO PRINT YOUR NAME AS THEY MIGHT NOT BE ABLE TO READ YOUR SIGNATURE!]

Contacting employers by email

To: (research to find out the correct email for the person who oversees work experience)

Subject: Work experience

Dear/Good morning/afternoon/evening etc [use the person's name (if you know it) using Mr, Mrs, Ms, Dr etc]

My name is [your name] and I am in [year group] at [school name], where I am studying GCSEs in [list of subjects].

Reepham High School's work experience dates are from the 8th- 21st 2021 and I wondered if it would be possible to do my placement at [company name]. I'm keen on gaining some work experience in [chosen field of work], because [say why you would be interested in doing your placement with the company / person]

In my spare time, I like to [list relevant hobbies and interests]. I've also had some experience in/am a member of [list any groups/clubs/other work experience/jobs].

I very much look forward to hearing from you.

Kind regards [or, if you know the name of the employer, use 'Yours sincerely' and if not, use 'Yours faithfully']

Type your name

Contacting employers by telephone

When making a phone call to a prospective work experience employer, it's important to still have a pre-organised plan, as you would when sending an email. Here are some hints and tips on how to have a successful phone call!

- Be polite and cheerful
- Speak clearly and not too fast so you're easily understood
- Make some notes before the call about what you want to talk about so you don't forget anything
- While you're on the phone, make a note of anything important that you need to remember
- Even if you don't feel very confident, try and sound like you are! Take a deep breath before you call, and give yourself time to think when asked a question
- If the employer is unable to offer you a placement, try not to be disheartened

Example conversation.....

Hello!

Hello, my name is [Kelly Kapowski] from Reepham High School and I'm looking for a work experience placement. Could I speak to the person who deals with that please?

Yes, I'll just get him for you.
Hello, I'm Mr Belding.

Hello [Mr Belding], my name is [Kelly] and I'm a Year 10 student looking for a work experience placement for 8th – 21st of July at your [restaurant].

We can certainly help with that. What makes you want to work here?

I have always been interested in [hospitality and providing good customer service, so I feel a career working in a restaurant] would be perfect. I just need some experience to get me going!

Ok, great. Could you come for an interview tomorrow, after school?

Yes, that would be perfect thank you, [I can be there at 4pm]?

See you then, bye!

*alternatively ask to send or email the Work Experience employers form to be completed.