

GUIDE TO LETTER ASKING FOR WORK EXPERIENCE

The first challenge of work experience is finding a place you are interested in working at for a week and then writing to ask for a placement.

Letters can be typed or handwritten - if handwritten ask someone to check that it looks neat enough and is easy to read.

Write to more than one potential placement.

If you get offered more than one place make sure you let any business know if you are NOT taking that place so it can be offered to someone else.

Guide to Writing Letters for Work Experience

Make sure you put your name/address/email (school email given to you) so they can contact you to let you know if you have been successful.

Ensure you put the date you require work experience.

Make sure you apply to the named person (if known) and use the correct address. Use the internet to research addresses - telephone to ask who you should address a letter to.

Give your age.

List the GCSE' courses you are taking at school.

Say why you want the experience with them, e.g if writing to a restaurant say you are interested in a career in catering.

Give details of any skills and experience that you have e.g. part-time jobs, volunteering etc.

Give details about your main hobbies or interests, do you play in a football team, are you part of the Duke of Edinburgh scheme.

Enclosing a stamped addressed envelope in with your letter (an envelope with your name and address written on the front and with a stamp on) will often encourage people to reply and it shows initiative.

Make sure you finish the letter in the correct manner:

- If you start with 'Dear Mr or Mrs.....' finish with Yours sincerely
- If you start with 'Dear Sir or Madam' finish with Yours faithfully

Make a note of all of the different employers/companies that you have written to so that you can check who has responded.

Before sending it off get someone to check your letter e.g. parent/carer or form tutor.

Your address

Telephone/contact number/Email

Date (e.g. 8th May 2016)

Name of prospective placement provider

Address of prospective placement provider

Dear Sirs (or name of specific person who will deal with this letter)

Work Experience

Week Commencing:

I am a Year 10 student currently seeking a placement for work experience on the above mentioned dates. I am interested in a career in and would be very grateful if you were able to offer me a placement at your business.

I understand that I would have to abide by your rules and my working hours would not be the same as my school hours.

(Write a bit about yourself – do you enjoy sport, reading, are you a member of groups outside school – e.g, Sea Cadets?), responsibilities held in school

I attend the Alderman Peel High School in Wells-next-the-Sea and the member of staff to contact with regard to work experience is Mrs Shaw, if you should have any specific questions with regard to the scheme (01328 710476)

If you would like to meet me before offering a place then please phone me or write to me on the details above.

Yours faithfully (if you have not addressed the letter to a specific person)

Yours sincerely (if you have name of person responsible – e.g, Dear Mrs Jones)

Leave 5 spaces for your signature

Type your name in full e.g. Thomas Smith