

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!

The Education Business Links Team

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 The Telford Langley School.

I am writing to enquire whether it would be possible to do a work experience placement with you for 1 week on 08th-12th July 2024.

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 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 complete 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 08th-12th July

In July, Year 10 at The Telford Langley 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).

I am (add your age) years old and 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 am 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: Work Experience

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

I am a Year (insert your year group) student from (insert school name).

I'm writing to enquire whether it would be possible to do a work experience placement with you for 1 week on 08th-12th July 2024 please.

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 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