

Contacting placements.

Phoning companies about work experience

- Ask to speak to the manager or designated person for work experience.
- Introduce yourself

My name is and I am a Year 10 student at Thomas Mills High School.

I am looking for a two week work experience placement from 29th June to 10th July 2020.

I am interested in/ I am keen to pursue a career in/ I would like some work experience in and wondered if you offered placements? ****SPEAK CLEARLY AND BE CONFIDENT! ****

- If YES.... ask them for the relevant contact details. These are on your application form (name, email etc.)
- If NO.... be grateful for their time.

Emailing companies about work experience

- Make sure the email address is correct!!
- Check your email address is appropriate

****In the 'subject' box put FAO (for attention of) The Manager/ Work Experience coordinator/contact name. ****

Dear Sir/ Madam (if you don't have a contact) OR Dear.....(Mr/ Mrs/ Miss)

I am a year 10 student at Thomas Mills High School. I am looking to complete a two week work experience placement from 29th June to 10th July 2019, and wondered if you/your company offered placements. I am interested in/I am keen to pursue a career in.....

I look forward to hearing from you.

Kind regards,

****first name/surname****

- If YES.... ask them for the relevant contact details. (name, email etc.)
- If NO.... be grateful for their time.