

A Guide to Emailing Placements

- Make sure the email address is correct!!
 - Check your email address is appropriate
 - Remember you can not use your school email as they are internal only.
-
- In the '**subject**' box put FAO (for attention of) The Manager/ Work Experience coordinator/contact name.
 - You will need to write a letter to the employer. You can **either attach it to the email** (as an attachment) or **include the letter of application in the email**.

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

I am a year 10 student at Thomas Mills High School. I am looking to complete a two week work experience placement from 26th June to 7th July 2023, and wondered if you/your company offered placements.

Please find attached my application letter for a work experience placement.

I look forward to hearing from you.

Kind regards,

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

OR

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

I am a year 10 student at Thomas Mills High School. I am looking to complete a two week work experience placement from 27th June to 8th July 2022, and wondered if you/your company offered placements.

I would like to apply at your place of business or (business name) because I have a keen interest in and a placement with you would offer valuable experience in this industry OR I would like to pursue a career within this industry.

I am currently studying GCSEs in.....

I also have a part time job/volunteer/DofE/hobbies (included hobbies and interests)

I look forward to hearing from you.

Kind regards,

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

- If you get a YES.... Thank them for the opportunity and ask them for the relevant contact details. (name, email etc.)
- If NO.... send a reply email to say thank you and that you're grateful for their time.