

Example email

To: *employers email address (check who to send it to by ringing the company or looking at Vryan)*

Subject: Work Experience Placement 13th – 17th July 2020.

Dear *(check who to send it to by ringing the company or looking on Vryan)*

I am a year 10 student, aged **give your age**, at The Ilfracombe Academy, studying GCSE's in Maths, English, Science, alongside my chosen subjects of *French, Spanish, Art, Geography, History (insert the subjects that you are doing)*.

I would like to enquire about a work experience placement with you at **Name of Company** during our work experience week Monday 13th – Friday 17th July 2020.

I am keen on gaining some experience in **give the type of work you want to experience**, as this is the field I am looking to pursue a career in **or say** this type of work sound very interesting to me.

(Show a genuine interest for your chosen company and field of work).

List all of your relevant skills and think of a real life example to back each of them up. The examples can be from school/part time job/babysitting etc.

In my spare time I volunteer at **type of organisation you volunteer for**. This demonstrates my leadership skills and my ability to work with others **or whatever skills you think it demonstrates**.

My hobbies are **give a selection**.

As an enthusiastic student with a keen interest in what your organisation does, alongside the ability to learn new things, I would be very grateful if you would consider me for work experience **or just** I would be very grateful if you would consider me for work experience.

I look forward to hearing from you soon.

Regards

Your name