

HOW TO CONTACT AN EMPLOYER

BY EMAIL

Write a clear email, explaining what you would like from the employer

Subject: Request for a work Experience placement

Dear [research as home to help in finding out person's name who oversees work experience]

I am in [year group] at Heckmondwike Grammar School, where I am studying GCSEs in [list of subjects].

Heckmondwike Grammar School's work experience dates are from _____ to _____ 2025 and I wondered if it would be possible to do my placement at [company name]. I'm keen on gaining some work experience in [chosen field of work], because [say why you would be interested in doing your placement with the company / person]

In my spare time, I like to [list relevant hobbies and interests]. I've also had some experience in/am a member of [list any groups/clubs/other work experience/jobs]. [You may like to add information on which subject/s you enjoy at school and why].

I very much look forward to hearing from you.

Kind regards

YOUR NAME

BY PHONE

Be clear and polite.

Introduce yourself and explain why you are calling
'Hello my name is _____ and I attend Heckmondwike Grammar School. I am currently looking for a weeks work experience from _____ to _____. I am wondering if this is something you would be able to accomodate?'

FACE TO FACE

First impressions count, ensure you are appropriately dressed and polite.

Introduce yourself and explain why you are there
'Hello my name is _____ and I attend Heckmondwike Grammar School. I am currently looking for a weeks work experience from _____ to _____. I am wondering if this is something you would be able to accommodate?'