Work Experience Calls & Email

<u>Practice sheet</u>
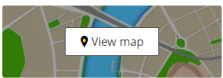
1. Decide what kind of work you want to experience, for example a Law Firm.

2. Use Yell.com to find a list of firms you could contact to secure a work experience placement

3. Call a number from the list and make sure you introduce yourself properly.

For Example: *Good Morning, my name is ....*

I am a Year 10 student at Jesmond Park Academy and I wondered if you offer work experience opportunities.
*The dates of my work experience are Monday 10th-14th July 2023.*

Remember to say thank you for your time and Goodbye!

• Please keep a list of all the places you call so you don't mistakenly call them a second time.

4. Be aware that some employers may ask you for a covering letter and a CV. A covering letter is an introduction as to why you are emailing or sending the letter. Think for what purpose? It is important to have the correct contact name to address the letter, email to, which is why you need to ring and check the company offer work experience opportunities and who you need to correspond with.

5. If you are sending a request via email, **your CV should be an attachment and the covering letter should make up the body of the email and should include the dates of your work experience request.**
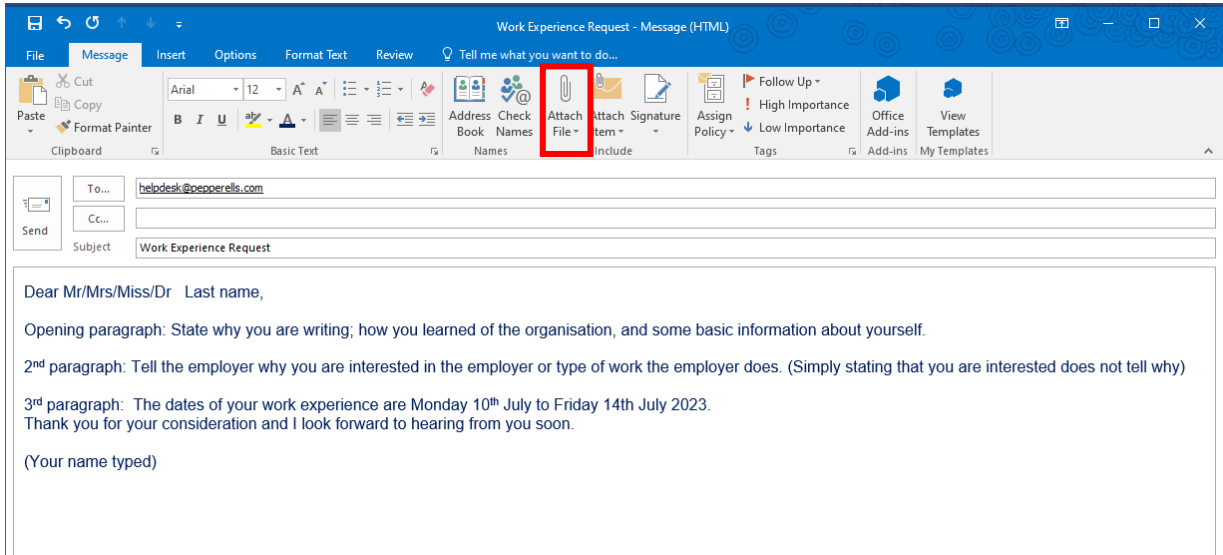
The subject box should say "Work Experience Request"

Arial 12

Dear Mr/Mrs/Miss/Dr   Last name,

Opening paragraph: State why you are writing; how you learned of the organisation, and some basic information about yourself.

2nd paragraph: Tell the employer why you are interested in the employer or type of work the employer does. (Simply stating that you are interested does not tell why)

3rd paragraph: The dates of your work experience are Monday 10th July to Friday 14th July 2023.
Thank you for your consideration and I look forward to hearing from you soon.

(Your name typed)

6. Templates for CV's and Covering Letters can be found on Frog under the Careers Icon.

See Mrs Beeley if you need support in arranging a placement, based outside Learning Support, Careers Office.