

Year 10 Work Experience



Finding work experience and reaching out to employers

How do I find a work experience placement?

Step 1: Have a think about what type of employer, industry or area you might like to do your work experience in. This could be based on the career you want to have in the future, or just an area you are interested in.

Step 2: Do some research into local employers. This could be done through a simple Google search, or websites such as www.yell.com which is a database of local businesses and organisations.

Step 3: You could consider asking friends, family, your teachers or other school staff for inspiration. They will have contacts and may be able to help you out!

How do I ask an employer for work experience?

Unless the employer is known to you (i.e., it is a family member), it is likely that you will have to reach out to them to ask for work experience. You can do this via a phone call, letter, email or even face-to-face.

Here are some 'top tips' for asking for work experience:

- Always state your name, year group and school.
- Include the key details about your work experience. Most importantly, the dates!
- Explain **why** you want to do work experience with this particular employer.
- Tell them about any relevant skills and experience you have to date, including your GCSE subjects, hobbies and interests. For example, perhaps you have done some volunteering or helped at an after-school club.
- Demonstrate excellent spelling, grammar and punctuation, if writing a letter or email.
- If you have a family member working for this employer, mention their name.
- Start and end your letter or email in an appropriate way.
- Make a note of all of the employers you have contacted, so that you can keep track of who has responded.
- **Be confident!** Work experience is all about independence, and reaching out to employers is the first step.

Have a look at the letter template on the next page to get you started. You can hand-write a letter if you have clear, neat writing, or you can type it and send it as an email. If you are making a phone call or speaking to the employer face-to-face, make sure to include all of the same things in your conversation.

Once you have found a placement, complete the work experience form ready to log your placement on UniFrog.

Letter Template

[The Employer's Name]

[Full Address]

[Postcode]

Dear [Person's Name] or Sir/Madam,

I am a year 10 student at The Hart School, and I would like to enquire about the possibility of a work experience placement with your company, during the week [state the date of your Work Experience Week].

I am interested in working with you because[state why you want to do work experience with this employer]. I have previous experience of.....[state any work experience you might already have]. I am studying GCSEs in [list your GCSE subjects]. I consider myself[list some of your personal skills and qualities e.g., friendly, hardworking, organised]. Outside of school, my hobbies include..... [list any that might help with your application].

I would be grateful if you would consider hosting me for work experience. I look forward to hearing from you soon.

Yours Sincerely,

[Your name]