

Writing an Email Application for Work Experience placements

Once you have found a company or organisation you would like to spend your work experience placement with, you will need to contact them to see if this is possible.

You may already know the name of the person you need to write to. If not, you should phone the company and ask who to write to about the possibility of arranging a work experience placement. You should also ask at this stage for the contact email address.

Remember this is the first contact you will have with the company. Email correspondence should be written as formally as a letter. Take care over the presentation and check your spelling. Make a rough draft of the email first so you can plan out what to say. You should ask someone to read through your email before you send it.

SAMPLE EMAIL

Email Header: Request for Work Experience Placement

Dear Mr, Mrs, Miss or Ms

*If you do **not** know the name of the person you are writing to, use 'Sir or Madam'*

I am a Year 10 student at Katharine Lady Berkeley's School and I am writing to ask if it would be possible for me to carry out Work Experience at *[insert name of company/organisation]* from **Monday 6 to Friday 10 July 2026**.

In this paragraph explain what you are studying at school, what GCSEs you are taking and how it might benefit you to know more about the work that the company/organisation does. Include your GCSE option subjects and add a detail or two about what you especially enjoy about any subjects that are particularly relevant to your application.

In this paragraph describe any skills or any experience you may already have and your aspirations for your future career. Include extra-curricular activities and hobbies, as these will tell the employer more about your potential skill set such as commitment, teamwork, organisation, attention to detail and so on.

In this paragraph give reasons why you would be interested in working with this company. Use information from any research you may have done to show how much you already know about the company/organisation and what it does.

Thank the company/organisation for considering your application and ask them to reply as soon as they can.

Kind regards

Your Name