

## Applying for POST 16 work experience

Please feel free to use the below text as a guideline when initially applying for work experience. This guideline could be used when making a **telephone conversation** or could equally work as an **email enquiry**.

The wording is not set in stone so feel free to add on as you wish **BUT** if you are planning on calling please ensure that you have all that you want to say written down in front of you prior to picking up the phone. You don't want to waste time offering unnecessary information so do stick to your notes and try not to get side tracked!

Either way be sure to make it clear that you are a Y12/ Y13? Student and are looking for a work experience and not paid employment.

When calling, ask to speak to the person **responsible for work experience**. If it is not possible to speak with this person do ask for the member of staffs email address so that you can send them an email. Getting the right point of contact is important.

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'Work Experience' could be the title of the email

Dear

I would like to take the opportunity to introduce myself. My name is \*\*\*\*\* and I am a year '12 or 13?' student currently at \*\*\*\*\* Sixth Form / College. I am studying (SUBJECT, SUBJECT, SUBJECT) and am looking for a either a 1 week or 2 week's work experience linked to my study. I have a keen interest in (SUBJECT / CAREER) and am seriously considering this potentially as my chosen career path.

I am hoping that the placement will provide me with an insight into the industry and will enable me to gain some experience into the world of work.

I would very much appreciate it if you could consider offering me a suitable work placement within your organisation? Please note that I would be looking to participate during \*\*\*\*\* 2018.

If you have any further questions or would like to discuss this in more detail please feel free to get in touch.

Yours sincerely

Name

Text for POST 16 request