

Here are some hints and tips on how to write a successful email or letter

Once you have decided what type of job you would like, research what opportunities there are in the local area (and further afield if you can travel). Make a note of the Business name, contact names (if shown) and email address.

A well written work experience application letter or email could make all the difference when it comes to being considered for your work experience placement. Not only will it help you to **stand out** from other applicants, but it can also help you be successful in gaining your chosen placement.

We have drafted work experience letters and email templates to give you a few ideas and help get you started. Remember that these are only examples and should be amended and adapted to showcase you, your interests and your reasons for wanting a placement with them.

We offer some top tips below, reminding you of what you need to tell the employer:

- Who you are
- Your contact details – full postal address (including a phone number and email address if you have one)
- If you are applying by email, make sure your email address is suitable and not offensive to anyone
- That you are from Ormiston Denes Academy
- The dates of your work experience
- What kind of role you are looking for
- Your career goals (and why this placement would help you)
- A little bit about yourself – like your skills, interests, hobbies if you are part of any clubs, teams or any achievements you have both in and out of school
- And importantly why you want this placement!
- Remember to be professional, polite and to always check your grammar, punctuation and any spelling mistakes.
- Use a straight-to-the-point subject.
- Use the employer's name if you know it, or Sir/Madam if you don't.
- **Paragraph 1:** Introduce yourself and the school or college you go to. Also add your year group so they know roughly your age
- **Paragraph 2:** Say a little about why you are interested in the industry; a couple of sentences is enough. This shows that you've done research and have thought carefully about where you'd like to do work experience.
- **Paragraph 3:** Politely ask about work experience opportunities on dates you are able to attend. You can also ask for a meeting/phone call here too.
- If you know the name of the employer, use 'Yours sincerely' and if not, use 'Yours faithfully'.
- Remember to proof read the email so there aren't any mistakes. Better still, ask parents or carers to proof read for you.

An example of possible emails

To: hello@Ollivanders.com
Subject: Work experience
Dear Mr Ollivander, My name is Ron Weasley and I am a student at Hogwarts School of Witchcraft & Wizardry. My interest in wandmaking was sparked when I visited your shop on Diagon Alley, where I bought my very first wand. I have worked very hard to develop my spells and charms skills, and feel that with some guidance, I would be a great addition to the Ollivanders team. I am looking to do some work experience between the dates of 10-24th February, to help develop my skills and start to learn the craft of wandmaking. Do you have any spaces for work experience students at that time? I have attached a copy of my CV for your records.
Yours sincerely, Ron Weasley
<input type="button" value="Send Email"/>

Or

To: employer@employer.com
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 10 at Ormiston Denes Academy, where I am studying GCSEs in [list of subjects]. Ormiston Denes Academy's work experience dates are from the 30 th June 2025 to 1 st July 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] . I very much look forward to hearing from you. Kind regards PRINT YOUR NAME

Examples of possible letters

Your Name

Your Full Postal Address

Date

Contact Name (if known)

Employers Name

Employers Full Address

Dear Sir/Madam, (or their name if known e.g. Mr/Mrs/Miss)

I am a Year 10 student from Ormiston Denes Academy in Lowestoft

I am writing to enquire whether it would be possible to do a work experience placement with you for 1 week on 30th June 2025 to 1st July 2025 please.

I would love to gain some practical experience in (chosen field of Work Experience) as I really enjoy (insert reason). I am hoping this will be a career for me in the future and feel the experience you can provide me with will be valuable.

I have (insert relevant skills to the role). In my spare time, I like to (list relevant hobbies and interests). I'm also a member of (list any groups/clubs/activities).

I am a hard worker, who is (insert your qualities) and would love to have the opportunity to complete my work experience with you. I can be contacted on either my address shown above or on (insert school email address).

I look forward to hearing from you

Yours sincerely (if you start your letter with the person's name)

OR

Yours faithfully (if you start your letter with Dear Sir/Madam)

Sign here

Write full name

Or

Your Name

Your Full Postal Address

Date

Contact Name (if known)

Employers Name

Employers Full Address

Dear Sir/Madam (or their name if known e.g. Mr/Mrs/Miss ...)

Request for Work Experience 30th June 2025 to 1st July 2025.

In June, Year 10 at Ormiston Denes Academy are involved in one week of work experience. I am writing to see if it is possible to carry out my work experience at (insert name of employer), as I am very interested in a career dealing with (note the area of interest).

I am (add your age) years old and my interests include (list your interests). I also enjoy (list some area of interests related to this particular job).

I would love to have the opportunity to undertake my work experience at (insert name of employer) because (insert reasons).

OR

If it is possible for me to undertake my work experience at (insert name of employer), I am available to attend an interview to discuss the details of the placement. I am available any time after 3.30pm on weekdays or on Saturdays if convenient.

I look forward to your reply.

Yours sincerely (if you start your letter with the person's name)

OR

Yours faithfully (if you start your letter with Dear Sir/Madam)

Sign here

Write your full name