

EMAIL TEMPLATE

Dear (Name of the contact if you know it – if not use Sir/Madam)

My name is..... I am a Year 10 student at Bishop Challoner Catholic College and I am emailing to enquire about a possible work experience placement at your (organisation/company/school/nursery etc) from **30th June – 4th July 2025 (5 days)**

My work experience will be a crucial part of my preparation for life after school and I am very keen to spend it with you. (you can also add why you would like to do work experience at this organisation if you want to).

I am available for an interview at a time to suit your convenience. I look forward to hearing from you in the near future.

Many thanks

Your full name