

EMAIL TEMPLATE

Dear [Employer's Name or "Sir/Madam"],

I hope this email finds you well. My name is [.....] and I am a Year 12 student at Bishop Challoner Sixth Form. As part of my sixth form studies, I am seeking a one-week work experience placement from **Monday 22nd June to Friday 26th June 2026** and would love to enquire about a possible placement at your (organisation/company/school/nursery etc) .

I am particularly interested in [insert field/industry, e.g., finance, healthcare, engineering, law, creative media], as I am keen to gain insight into the day-to-day responsibilities within this sector and develop practical skills that will support my future career aspirations.

Please let me know if you would be open to offering a placement, or if you require any further information such as a CV or confirmation from my Sixth Form.

Thank you very much for your time and consideration. I look forward to hearing from you.

Yours sincerely,

(.....)