

# Finding work experience and contacting employers



## How do I find an employer?

Step 1: Have a go at finding a work experience placement yourself. You could start by asking family/friends if they can help with a placement within their place of work, or whether they know of anyone else who can help.

Step 2: You could try doing some independent research. Have a think about what it is you would like to do – and maybe even discuss this with Miss Rowley – then use the Internet to find local companies and organisations. A simple Google search, Google maps and websites such as [www.yell.com](http://www.yell.com) can come in useful.

Step 3: If you are really struggling, please see Miss Rowley during tutor time or break time in room 2.11.

## How do I ask for work experience?

Unless the employer is known to you, it is likely that you will have to reach out to them to ask for work experience, either via a letter, email or phone-call. Here are some 'top tips':

- Always state your name, year group and your school.
- Give details about your work experience, for example the dates.
- Explain why you want to do experience with them.
- Give details of any skills and experience that you have to date, including your GCSE subjects, hobbies and interests. For example, perhaps you have done some volunteering, or led an after-school club.
- Demonstrate excellent spelling, grammar and punctuation.
- If you have a family member or friend working there, mention their name.
- Start and end the letter or email in the appropriate way.

If you are writing a letter, you can either hand write this if you have neat, easy to read writing, or you can type it up and print out.

Make a note of all of the different employers/companies that you have contacted so that you can check who has responded.

Have a look at the example letter on the next page. An email can be written exactly the same way, but you won't need to include your address. If you are making a phone call, or speaking to the employer face-to-face, be sure to include all of the same things in your conversation.

The Employer's Name  
Full Address  
Postcode

Your name  
Full Address  
Postcode

Date

Dear [Person's Name] or Sir/Madam,

I am a year 10 student at Derby Cathedral School and I would like to enquire about the possibility of a work experience placement with your company, during the week *[state the date of your Work Experience Week]*.

I am studying GCSEs in ..... *[list your GCSE subjects]*.

I am interested in working with you because .....*[state why you want to do work experience with this employer]*.

I have previous experience of.....*[state any work experience you might already have]*.

I consider myself .....*[list some of your personal skills and qualities e.g. friendly, hardworking, organised]*. My hobbies include.....*[list any that might help with your application]*.

I look forward to hearing from you soon,

Yours Sincerely

*[Your name]*

*[Signature]*

If you need help with any of the above, or would like Miss Rowley to proofread your letter or email, please visit the Careers Office (2.11) at break time.