MODEL EMAIL FROM STUDENT TO POTENTIAL WORK EXPERIENCE PROVIDER

(In Subject Title you can put: Archbishop Sentamu Academy Year 10 or 12 Work Experience Enquiry)

Dear (put name of person here if known or, if not, use Dear Sir/Madam)

I am a (put your age here) year old student at Archbishop Sentamu Academy. We have the opportunity of spending one week (or two weeks for Y12) work experience from (write the date you have been given).

I am writing to ask if you would consider me for work experience for this week. Please see attached my CV (if you have one). I am interested in (say type of work e.g. carpentry or beauty etc.) and put why you would like to do this type/ work with this company, this will help and could put you above someone else applying for the same placement (below are some sentences to inspire you or you can use)

• I would be grateful for the opportunity to spend time with you and gain some insight into this type of work.

• gain some insight into the world of work

• to find out if it is the type of work I would like to do when I leave school

Thank you for your consideration of this email and I look forward to hearing from you shortly.

Yours faithfully / sincerely

(use faithfully if you have used Dear Sir/Madam

or sincerely if you have used the person’s name)

Your Name