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Work Experience:

How to contact employers

Introduction

It can be really nerve-wracking contacting employers to ask them for work experience. But it doesn't have to be that way!

In this presentation, we'll explore how to be prepared when contacting employers by phone and by email.

Emailing an employer

You might have to contact an employer by email when you ask for a placement.

Read the example on the right.

- What's good and bad about the email?
- How would you improve it?

To: hello@StarkIndustries.com

Subject: Please can I join The Avengers for work experience

Hi Mr Stark,

My school has said that I have to do work experience. Do you think The Avengers would let me join?

If that would be cool to with you, just email back soon.

Cheers,
Loki

Emailing an employer

To: hello@StarkIndustries.com

Subject: Work experience

Dear Mr Stark,

My name is Peter Parker and I am a student at Midtown High School.

My interest in work experience with the Avengers was sparked when I visited your laboratory in Malibu, where I got to see your inventions. I have worked very hard to develop my teamwork skills and spider sense. I feel that with some guidance, I would be a great addition to the Avengers team.

I am looking to do some work experience between the dates of 10-24th February, to help develop my competencies and start to learn how to protect Earth. 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,
Peter Parker

Activity: write your email!

Use this format to write an email to an employer asking them for work experience.

- **Paragraph 1:** introduce yourself and the school or college you go to.
- **Paragraph 2:** say a little about why you're interested in the industry. A couple of sentences is enough!
- **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.

Contacting employers by phone

You may have to contact an employer over the phone when you're arranging work experience.

It's important to still have a pre-organised plan, as you would when sending an email.

After work experience

Picture this - you've finished your placement and are about to leave for the last time.

Of course, you'll thank your manager and colleagues for their time and help. But is there anything else you could do to make yourself stand out?

Yes, there is!

Asking for a friend (3 mins)

A friend is contacting an employer to ask for work experience. But they are nervous and ask you for advice!

- Which top tips would you give them?

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