

Email Template for asking an Employer for Work Experience

from: jabel@killarahighschool.com

to: manager@evsaccounting.com

subject: Work Experience at ESV Accounting and Business Advisors

Dear **(INSERT CONTACT PERSON'S NAME EG. Mr SMITH or Manager)**,

I am a Year 10 student at Killara High School and would like the opportunity to complete my work experience placement with your organisation from **(Insert Dates)**.

Undertaking work experience with **(INSERT BUSINESS NAME)** would be a great opportunity as I am interested in pursuing a future career in **(INSERT AREA EG: finance/business/sports management/teaching/engineering)**.

Currently at school I am studying **(INSERT RELEVANT SUBJECT)** and I would like to study **(INSERT RELEVANT SUBJECT)** for my HSC. I am very interested in learning about this area through work experience at **(INSERT BUSINESS NAME)**.

I look forward to hearing from you soon.

Yours sincerely,

John Abel

Mobile number: 0412 345 678

Fill in the template with the correct Work Experience information that applies to you.

Sample Script for asking an Employer for Work Experience In Person or On the Phone

Hi, my name is John Abel. I'm a student in Year 10 at Killara High School and would like to speak to the manager about completing work experience here at Fitness First.

I am required to find a week's work as part of our school work experience program during the week of November 25-29.

I am really interested in finding out more about the fitness industry as I have always enjoyed PDHPE and play a lot of sport.

I have a gym membership and visit the gym regularly.

Work experience at Fitness First would be a great opportunity as I am interested in a future career in personal training or sports management and would like to find out more about working in this area.

If the answer is YES

(on the phone) Thank you for this opportunity. Is there a suitable time I can come in to meet you and fill out the *student placement record*? Or if you prefer I can email it to you along with the *employer guide* and *certificate of currency* (insurance details).

(in person) Thank you for this opportunity. Do you have time to fill in the *student placement record* now or would you like me to email it to you? What is your best email address so I can also send you the *employer guide* and the *certificate of currency* (insurance details).

If the answer is NO

Ok thank you for your time. Have a great day!