**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.*

**WORK EXPERIENCE DATES:**

* **If your surname is in the first half of the alphabet (Adamson-Lin)** November 25–29
* **If your surname is in the second half of the alphabet (Little-Zhu)** December 2 – December 6.

**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!