

Suggested email template requesting a Work Experience placement

If you know the name of the person you are emailing

Dear Mr Jones,

I am a pupil at Longfield Academy in Darlington and have the chance to do a week-long Work Experience placement from Monday 4th February to Friday 8th February 2019.

I am interested in a career in Accountancy and wondered if I would be able to do my placement in your company?

Yours sincerely,

Fred Bloggs

Email: fredbloggs@longfield.uk.com

If you don't know the name of the person you are contacting

Dear Sir/Madam,,

I am a pupil at Longfield Academy in Darlington and have the chance to do a week-long Work Experience placement from Monday 4th February to Friday 8th February 2019.

I am interested in a career in Accountancy and wondered if I would be able to do my placement in your company?

Yours faithfully,

Fred Bloggs

Email: fredbloggs@longfield.uk.com

This is the minimum you should write. Obviously you can add some more information as to why you would like to work for this company

For example,

“I love working with numbers and solving puzzles and am interested in a Career in Accountancy. I know that the Adderup Accountancy Company has a good reputation and wondered if I would be able to do my work experience there.”

If you want to attach your cv you can add a sentence saying

“Please find attached my cv”.

Remember to check your spelling and grammar before you send your email and ask someone to check it for you.

If you need help deciding what to write in your email you could ask your parents/carers, your form tutor or any teacher for help.

If the employer replies saying you can do your placement there, then you get the blue and white forms completed.