



Work Experience e-mail

If you want to search for a work experience placement, you can use: www.yell.com to search for suitable local employers, using your postcode and the distance from it as search criteria. You could then e-mail employers via their websites and follow this up with a phone call if you don't receive a reply.

Here is a suggested format for your e-mail:

Dear Sir / Madam,

I am currently a Year 10 student at SS Peter & Paul Catholic High School in Widnes. I enjoy working with computers, like GCSE Creative I-Media and am therefore keen on a future career in IT in the future. I have good attendance, punctuality and behaviour at school and hope to achieve GCSE grades at mostly 6-7.

I would really like to do some work experience in this field and was wondering if I would be able to do this at your company? The dates are: Monday 3rd – Friday 7th July 2023. Would this be something that you would consider?

Thanks very much and I look forward to hearing from you soon,

Joseph Smith

If you need any help from me, speak to me in school when I'm in on a Thursday-Friday, e-mail me or ask your form tutor to e-mail me.

Peter Reay

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