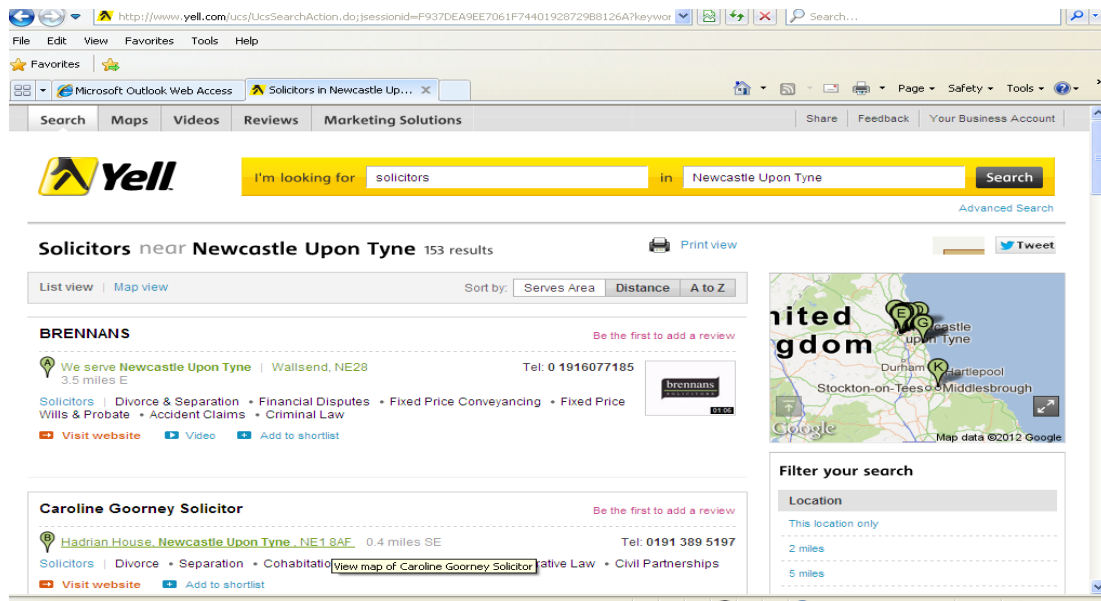


Work Experience Calls & Email Practice Sheet

1. Decide what field you want to go into, for example law
2. Use Yell.com, to generate list of firms that you can contact in order to secure a placement.

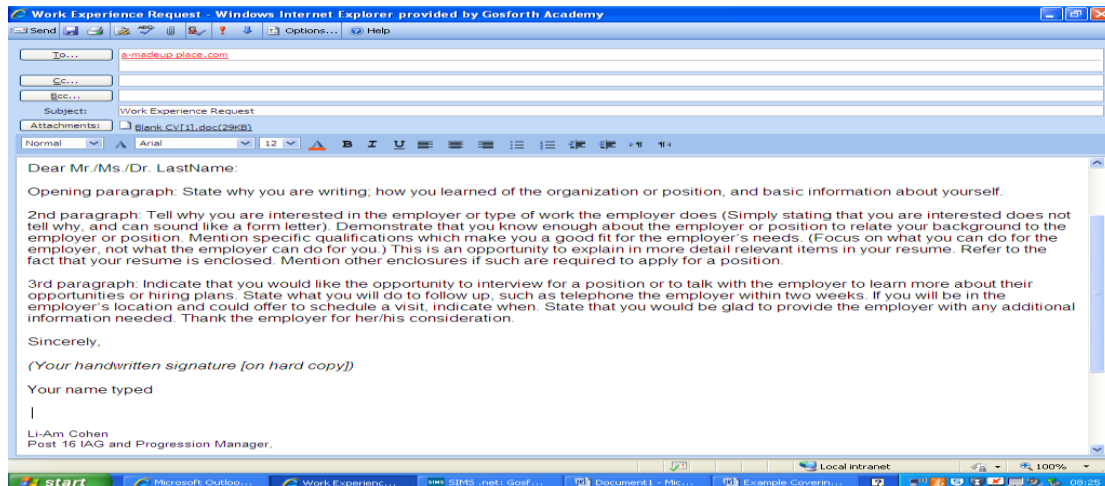


3. Call a number from the list and make sure to introduce yourself.

For Example: 'Good morning, my name is xxx. I'm a student at Gosforth Academy Sixth Form and wondered if you offer work experience opportunities?'

Remember to say, 'thank you for your time' and to say 'goodbye'.

4. Some employers will ask you to apply in writing using a CV and Covering Letter. It is important to have the right contact name to address the letter to, which is why you need to ring and check the company offer experience opportunities and who you need to correspond with.
5. If you are sending you request via email your CV should be an attachment, and the covering letter should make up the body of the email and should include the dates of your work experience request. The subject box should say 'Work Experience Request'.



The subject box should say **“Work Experience Request”**

Example:

Dear Mr/Mrs/Miss/Dr Last name,

Opening paragraph: State why you are writing; how you learned of the organisation, and some basic information about yourself.

2nd paragraph: Tell the employer why you are interested in the employer or type of work the employer does. (Simply stating that you are interested does not tell why)

3rd paragraph: The dates of your work experience are Monday 13th July to Friday 17th July 2026. Thank you for your consideration and I look forward to hearing from you soon. (Your name typed).

6. Templates for CV's and Covering Letters can be found on Frog under the Careers Folder.
7. Keep a list of all the places you call so you don't mistakenly call them a second time. See Mrs Carter or Mr Limbrick in room 156 if you need support in arranging a placement.