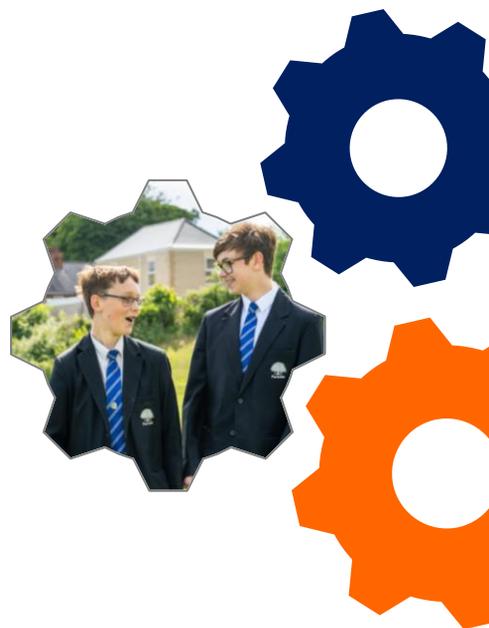


Parkside Community School Careers Guidance



Y10 WEX Example Communications





Example Letter/Email

Subject: Work Experience Placement Request (6th–10th July)

Dear [Mr/Ms/Dr Surname] / Hiring Manager,

My name is [Full Name], and I am a Year 10 student at Parkside Community School in Chesterfield. I am writing to ask whether [Company Name] would be willing to offer me a work experience placement from **Monday 6th July to Friday 10th July**.

I'm keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

I'm a [relevant skills and attributes], which can be shown in my [real-life examples that demonstrate your skills].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/am a member of [list any groups/clubs/other work experience].

I would be grateful for the opportunity to observe and assist where appropriate during the placement week.

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

Thank you very much for considering my request. I look forward to hearing from you.

Yours sincerely,
[Full Name]

[Phone Number]
[your school email address]





Simple Telephone / In-Person Script for Students

Step 1: Introduction

"Good morning/afternoon. My name is [Full Name], and I'm a Year 10 student from Parkside Community School."

Step 2: Purpose

"I'm calling to ask whether your company offers work experience placements for students. Our school work experience week is from **6th July to 10th July**, and I'm very interested in gaining experience in your organisation."

Step 3: If Transferred

(When speaking to the right person)

"Thank you for taking my call. I'm keen to learn more about careers in [industry area], and I was wondering if you might be able to offer a one-week placement during the 6th to 10th July."

Step 4: If They Ask for Email

"Thank you. Could I please confirm the best email address and phone number for school to contact you on" [Write this down and enter on the WEX form after the call/discussion]

Step 5: Closing

"Thank you very much for your time. I really appreciate your help."





WEX Online Form

When you have confirmed a placement please fill in this online form so that school can do the necessary health and safety checks.

You must enter:

1. The name of the company
2. A company contact agreeing to the placement
3. The contact's email address
4. The contact's telephone number

This form can also be found on the school website, just click on careers

