

Work Experience email template:

Dear (Mr/ Mrs/ Miss + NAME),

Subject: Work Experience Placement (16th –20th June 2025) or (23rd to 27th June 2025)

- I am a 14/15 year old student at Wood Green Academy , Wednesbury.
- I will be completing my work experience((give dates). I am hoping that you are able to offer me a placement within your company/organisation, as it would give me the opportunity to find out what this field of work is really like and what it involves.
- The reason why I would like to complete my placement at [Company name] is [explain why you have chosen to write to them e.g. I am interested in finding out more about..... or I would like to gain experience in.....]
- **[You can also use this section to show what you know about the company:]** At school I am studying.... Or my hobbies and interests are.....] [Tell the company a bit about yourself; include any responsibilities that you have, both in and out of school or any previous work experience]
- If you have any queries please contact me on this email: (SCHOOL EMAIL ADDRESS)
- / (Alternatively, please email (name of teacher) at my school at:
- (amanda.birch@woodgreenacademy.co.uk) who is co-ordinating my placement.
- I look forward to hearing from you. Thank you,
- (YOUR NAME)