



# West Exe School

community • opportunity • success

## Securing Your Work Experience Workbook

Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

You'll be using this workbook to support you throughout the process of securing your work experience.

Remember:

- You are in competition with almost all Year 10's across the city who will be looking for work experience for the same week
- There will be a series of rewards for those of you securing placements. The sooner you get a placement secured, the greater your chance of winning!

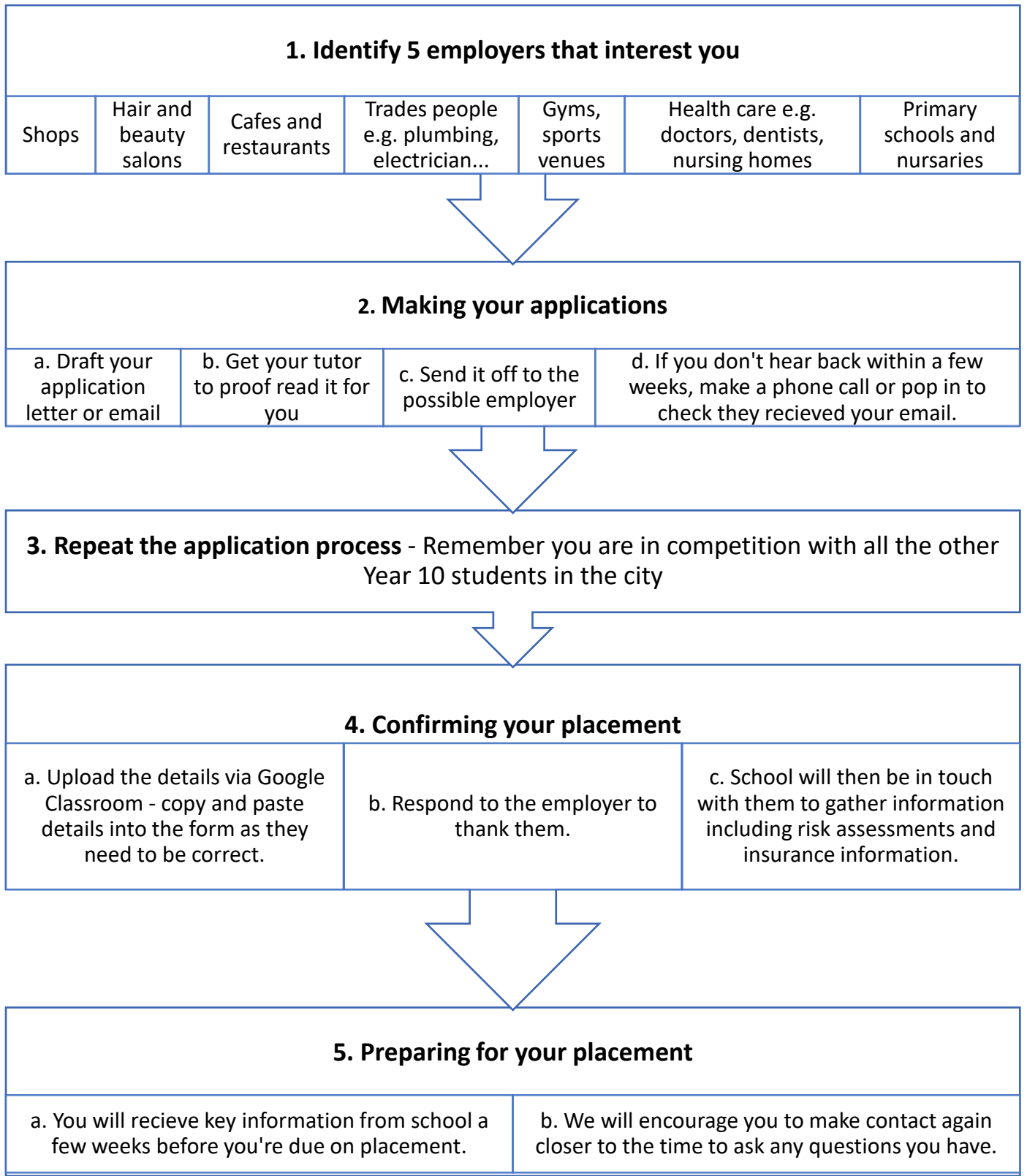


## Identifying possible placements

Using Google, Yell, conversations with friends and family, you will compile a list of possible placements. Think big and list anywhere and everywhere you might be interested in here. You don't have to apply to them just because you have written them down.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.

# The process



## First wave of applications – Before October Half Term

Where?	Application sent? (date)	Response received? (date)	Follow up email? (date)	Placement confirmed?

## Second wave of applications – Before Christmas

Where?	Application sent? (date)	Response received? (date)	Follow up email? (date)	Placement confirmed?

## Draft application letter

Here is a draft letter/email you could use to apply for work experience. It will need customising to each employer you apply to.

West Exe School  
Hatherleigh Road  
Exeter  
EX2 9JU  
Tel: (01392) 660100

Employer's Name and Address

Dear *(put name if you know it or Sir/Madam if you don't)*,

### **Re: Work Experience Programme 15<sup>th</sup>-19<sup>th</sup> July 2023**

I am a student in Year 10 at West Exe School. As part of our curriculum we are expected to complete a week's Work Experience. I am writing to see if it would be possible for me to spend a week with your company/organisation/school *(amend as appropriate)*.

The reason that I would like to have this opportunity is ... *(explain a bit about yourself for example your hobbies, subjects you are studying etc. and why you would like the opportunity to work in their company)*.

I would be really thankful if you could let me know whether this would be something you'd consider hosting me for.

I look forward to hearing from you.

Yours faithfully *(if you put Dear Sir/Madam)*

or

Yours sincerely *(for Mr or Mrs [Name])*

*Your name*

## Script for a phone call to an employer

If you are struggling to get responses to your emails or letters it can be really impactful to pick up the phone and make a call. Here is a rough script you could use. Make sure you have a pen and paper at the ready in case you need to write down the name of another member of staff you should talk to or an email address.

- *Hello, I wonder whether you might be able to help me or if not whether you could put me in touch with some one who can.*
- *I am a Year 10 student at West Exe school and I am currently looking for a work experience placement. If this something you are able to help with?*
- *Thank you for taking the time to discuss this with me. I am really interested in \_\_\_\_\_ (the business or the sector) \_\_\_\_\_ because... .*
- *At the end of this school year I am looking for a week-long placement from the 15<sup>th</sup>-19<sup>th</sup> July. Would this be something you would consider?*
- *I am very happy to send over all of the information in an email if that would be helpful? What would be the best email address to contact you using?*