

# Year 10 Work Experience Booklet

## Preparing for Work Experience



Name \_\_\_\_\_

Form: \_\_\_\_\_

## Thinking about my Work Experience Placement

Think about how you can get the most out of your work experience placement, is there a career area that you would like to gain experience in? Would you like to find a part time job? Are there specific skills that you would like to develop?

Using the sector guides on the work experience database and by discussing your interests and skills, complete the information below:

Areas of work that I would like to apply for:

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Skills that I would like to develop on work experience:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Do you have any family members or contacts that you can ask to take you on a work placement? If you do make a note of them here.

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## Sample letter for work experience

Your Name

Full Address

Postcode

The Employers Name

Full Address

Postcode

Date

Dear Persons name or Sir/Madam

I would like to apply for one week of work experience with your company from the 7<sup>th</sup> - 11<sup>th</sup> July 2025.

I am (age) and a student at Colne Valley High School, I am studying GCSE's in .....(subjects)

I would like to work (at your company / in a shop / in your school, you fill in what is appropriate for your placement) because....(show how interested you are).

I have....(list any experience that you may have e.g. had a paper round for a year, babysit for friends/family, have a part time job in a local shop.....)

I am.... (list some of your personal skills and qualities e.g. friendly, reliable, hardworking, enjoy meeting people etc.). My personal interests are.... (write any down that may help with your application).

I look forward to hearing from you. You can contact me by telephone..... or by email.....

Yours sincerely (Yours faithfully)

(Sign your letter)

Print your name





## Companies that I am going to contact for work experience

Write down the company name and address, email address and contact numbers for the companies that you are going to contact.

Name of Company	Address	Telephone Number	Email Address

## Making Telephone Calls to Employers

In pairs, take it in turns to practice a telephone call to an employer asking for a work placement.

Hello, please can I speak to \_\_\_\_\_

My name is \_\_\_\_\_ and I am a student at Colne Valley High School. I am calling to ask if you would be willing to take me on a work placement on the 7<sup>th</sup> July 2025

Improvise and carry on the conversation from this point.

Make sure that you have the dates for work experience and your contact information written down.

Recognise the Sign?

Student worksheet



1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_



7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

## Work Experience Protocol

Use this space to write down your answers to the work experience scenarios that your Form Teacher shows you.