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: Skills that I would like to develop on work experience: 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.

Sample letter for work experience

	Your Name
	Full Address
	Postcode
The Employers Name	
Full Address	
Postcode	
	Date
Dear Persons name or Sir/Madam	
would like to apply for one week of work experience with your compan	ny from 8 th – 12 th July 2024.
am (age) and a student at Colne Valley High School, I am studying GCSE	E's in(subjects)
would like to work (at your company / in a shop / in your school, you fil because(show how interested you are).	ll in what is appropriate for your placement)
have(list any experience that you may have e.g. had a paper round fo time job in a local shop)	or a year, babysit for friends/family, have a part
am (list some of your personal skills and qualities e.g. friendly, reliabl personal interests are (write any down that may help with your applic	
look forward to hearing from you. You can contact me by telephone	or by email
ours sincerely (Yours faithfully)	
Sign your letter)	
Print your name	

Task - write your own draft letter for work experience using the sample letter shown			
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Drafting an email, have a look at the example below Dear _____, I am a Year 10 student at Colne Valley High School who is currently looking for work experience opportunities from the 8th - 12th July 2024. I am hardworking and friendly person who gets on well with others and can work well as part of a team. I would be willing to learn new skills and complete all tasks given to me to a high standard. I live in the local area and would be able to commute to the placement easily and would also be able to assist in part time work opportunities if they become available. I have applied to your company because I enjoy baking and learning new skills and techniques in my spare time. I also study Food Technology at school and have a passion for this subject. I would like to develop my customer service skills and learn more about the hospitality industry while on work placement. Please would you consider taking me for a work placement as I think I would enjoy working for your company. I look forward to hearing from you. Yours sincerely, SHardcastle Mrs Hardcastle Task – draft your own email to a company. Make sure it is relevant to the area of work that you are applying for.

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 tele	ephone call to an employer asking for a work placement.
Hello, please can I speak to	
My name isif you would be willing to take me on a	and I am a student at Colne Valley High School. I am calling to ask work placement on the 8 th July?
Improvise and carry on the conversation	n from this point.

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