

Guide Letter A: To ask an employer to consider you for a work placement

<i>Your name</i> <i>Your full address or use the school address</i> <i>Your contact phone number or email address</i>
<i>Contact name if known, or The Manager</i> <i>Employer name</i> <i>Employer address</i> <i>Employer postcode</i>
<i>Today's Date</i>
Dear <i>Contact name</i> or Dear Sir / Madam,
I am currently in Year 10 at Severn Vale School. To help me to make informed decisions about Post 16 education or training, my future career plans, and as part of my personal development, I am expected to arrange and attend a Work Experience Placement.
I would be very grateful if you would consider allowing me to spend a week at <i>company name</i> in the <i>department name if relevant</i> because I am interested in <i>put in the type of career or area of work, or school subjects you are interested in</i>.
My attendance, behaviour and timekeeping are excellent.
Our Work Experience Week is Monday 3rd July to Friday 7th July 2017.
Please contact me <i>on/at ...</i> I look forward to hearing from you.
Yours sincerely (if you have used the persons name above). or Yours faithfully (if you did not have a contact name at the company)

Guide Letter B: To thank an employer who has offered a placement

Start and finish layout as Letter A. and use this middle section –

Thank you for your kind offer of a work experience placement during the week Monday 3rd July to Friday 7th July 2017.

I am really looking forward to my week with *company name* because *say how this placement will benefit your chances, your decisions, or which aspects you want to learn about*.

I would be grateful if you could arrange for the employer's details on the enclosed agreement form to be completed. Please return the completed form to Kim Phillips, the Work Experience Co-ordinator at Severn Vale School.

Please let me know if you would like me to come in to discuss what my duties will be for the week, starting and finishing times and the type of clothing I should wear. (*Omit this sentence if you have already arranged to meet with the employer or have this information*).

Thank you for your assistance.

These are only basic guides. You can change and expand the letter to your own style, but be careful to remember the type of person and organisation you are writing to.

Before you send your letter:

- Check your style - it is important to write your letter or email formally, and in full.
- Check your spellings and grammar.
- Check names and addresses are correct and include the postcode.
- Check you have completed your name, address and contact number correctly. Use the school address if you prefer - C/O Severn Vale School, School Lane, Quedgeley, Gloucester GL2 4PR
- Posting - put the correct stamps on your letter. Ask if you need help.