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Work Experience:
How to contact employers

Introduction (5 mins)

It can be really nerve-wracking contacting employers to ask them for work experience.

But it doesn't have to be that way!

In this presentation, we'll explore how to be prepared when contacting employers.

Emailing an employer (5 mins)

You might have to contact an employer by email when you ask for a placement.

Read the example on the right. Discuss with the person next to you:

- What's good and bad about the email?
- How would you improve it?

To: hello@StarkIndustries.com

Subject: Please can I join The Avengers for work experience

Hi Mr Stark,

My school has said that I have to do work experience. Do you think The Avengers would let me join?

If that would be cool to with you, just email back soon.

Cheers,
Loki

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Emailing an employer

To: hello@StarkIndustries.com
Subject: Work experience
Dear Mr Stark, My name is Peter Parker and I am a student at Midtown High School. My interest in work experience with the Avengers was sparked when I visited your laboratory in Malibu, where I got to see your inventions. I have worked very hard to develop my teamwork skills and spider sense. I feel that with some guidance, I would be a great addition to the Avengers team. I am looking to do some work experience between the dates of 10-24th February, to help develop my competencies and start to learn how to protect Earth. Do you have any spaces for work experience students at that time? I have attached a copy of my CV for your records. Yours sincerely, Peter Parker

Contacting employers by phone (5 mins)

You may have to contact an employer over the phone when you're arranging work experience.

It's important to still have a pre-organised plan, as you would when sending an email.

- Can you think of any top tips you would give a friend if they were calling an employer about work experience?

Homework

Well done for learning the top tips for contacting employers! You're now ready to ace your independent worksheet for homework.

Don't forget to upload the worksheet to your Unifrog Locker when you've finished!