



## Careers Advice & Guidance

### **WORK EXPERIENCE – Securing a placement**

If you are not sure how to find a work experience placement perhaps the first starting point would be to see if there are any suitable opportunities through contacts with your friends and family.

If there are no suitable options in what you want to do, the next step is to contact employers directly. It may take quite a few attempts with various employers before you secure one – be persistent and don't give up!

### **Finding a suitable employer**

If you know WHERE you would like to work in the future and have a company in mind, you need to contact them directly. You can usually find their details on their company website via google. If you know WHAT kind of work experience you want (e.g. financial services, childcare, engineering etc) then you should search for employers in these sectors. A good starting point could be [www.yell.com](http://www.yell.com) (online version of yellow pages!) which will list different services/jobs, company names and contact details that are local to where you live. You can then save or print these lists. You can also RESEARCH different companies via this link, as most companies will list their own website.

## **2. Contacting employers**

### **There are different ways you can contact an employer to enquire about work experience:**

- Emailing an employer – this is quite quick to do, and you can have an email template to email several different employers quickly. However, emails can sometimes be ignored or not received, so if you don't hear anything back within a few days, you should chase this up: preferably by phone. See below for a basic example template.
- Phoning the company – try and do this yourself, if possible, rather than asking parent etc; this demonstrates maturity and a keen attitude. When you first ring, a good first opening line could be "Hello, would it be possible to speak to somebody regarding a work experience placement please?" This will hopefully get you to the best person in the company to speak too. This is good as it can get you an instant yes or no and save you waiting for a response; if you can't speak to the best person, they will usually take your details.
- When you do speak to the right person, make sure you have the basic details they may ask for – such as your contact details (mobile number and SENSIBLE email address) and the dates you are hoping to go on work experience; see template below. If you do not hear back from a phone call/voicemail, again; chase up after 2-3 days.



# Ellesmere Park High School

- Visiting an employer – going to the actual company and speaking to someone directly. This is **not** usually recommended without arranging this beforehand; you would typically need an appointment with the manager or other senior staff, unless you already know the company or staff members very well.
- Writing a letter – this is a more formal and traditional way but takes time; it is usually quicker and easier to write an email if possible. There is a template below which may help you with this (*but please use as a guide only! You can change the wording to make this more personal about you and your ambitions!*)

## **EMAIL / LETTER TEMPLATE:**

**DATE:** .....

To whom it may concern,

My name is \_\_\_\_\_ and I am currently a Year 10 pupil at Ellesmere Park High School in Eccles, Salford.

I am writing to you as I am hoping to secure a short work experience placement at your company. My long-term career plan is to work as a \_\_\_\_\_, and I would value the opportunity of gaining first-hand knowledge of the industry through working professionals such as yourselves. I am hoping that a work experience placement will allow me to learn more about the skills and qualities required for the world of work and will allow me to discover if this is a job area I want to pursue after leaving school.

I am hoping to secure a 5-day work placement on the dates below:

**Monday 13<sup>th</sup> July – Friday 17<sup>th</sup> July 2026**

Thank you for taking the time to read my request and I hope to hear from you soon,

Yours faithfully,

**(full name)** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_ **(this can be parent/carers number if preferred)**

**Email:** \_\_\_\_\_ **(this can be parent/carers email if preferred)**

If any pupils need further help or advice, please ask our careers advisers Miss Farooq or Mr Farmer for support in school.

Thank you and good luck!

Miss Parkinson

Assistant Principal