

Work Experience – script for contacting employers

Rutland House, Second Avenue, Runcorn WA7 2ES Tel: 0151 511 7300 Email: ces@halton.gov.uk

This script is to help you when making contact with employers. You should adapt it as necessary.

Making contact by email

Dear [their name or 'Sir/Madam'],

I am a Year 12 student at Upton-by-Chester High School.

I am doing a one week work experience placement, from Monday 12th July – Friday 16th July.

I am emailing to ask if I could please do my work experience placement with [organisation]?

I would love to gain an insight into [employer's sector e.g. IT, retail, law etc.]. I am currently studying A-Level [subjects].

Many thanks,

[Your full name]

[Your contact telephone and email]

Making contact by telephone

“Hello, I am calling to ask whether I could perhaps do a work experience placement with [employer e.g. ASDA] later this year. Do you know who would be the best person to speak to about that please?”

Listen carefully to their response.

They may give you the name of the person responsible for that. Write it down and ask how best to contact them. When is the best time to catch them? Do they have an email address or a direct telephone number you could use?

Once you have made contact with the person responsible for work experience, you can give them more details:

“Hello, my name is [your name]. I am a Year 12 student at Upton-by-Chester High School. I am doing a one week work experience placement, from Monday 12th July – Friday 16th July.

I was wondering if it would be possible to do my placement at [employer's organisation] please?”

Listen carefully to their response and be prepared to answer any questions they may have.

Work Experience | Placement Agreement Form

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If they say no for whatever reason, say:

“Thank you for your time.”

If they say yes or maybe, make sure you agree what happens next.

- *If yes, explain that you have a short form to complete. Ask them whether they have an email address you could send it to or should you drop it off perhaps?*
- *If maybe, ask when should you call back?*

Write down the name of the person you spoke to and the date.