

Y10 Work Experience Information Sheet

How and when to make contact

Think about how you will contact a company, but also think about what might be best for the organisation. Smaller businesses might prefer you to drop in or phone; larger companies might prefer an email. If you're not sure, you could contact them and check the best way to arrange it.

If you're popping in or phoning, try to avoid a company's busy times. For example, primary school offices will be busy at the start and end of the school day; garages tend to be busy when customers drop off and pick up before and after work; shops might be busier on Saturdays.

Top tips

- However you choose to contact an employer, you must **make a good impression**.
- Try contacting several employers, not just one.
- If you don't hear back after emailing or leaving your details, **try contacting them again**.
- If they say **no**, thank them for their time, but keep going and contact someone else.
- Once an employer says yes, make sure you have the details requested in the table below.
- Then you will need to fill out the www.unifrog.org Placement Tool before **EASTER BREAK**.
 - To log in to Unifrog – use the 'Single Sign-On' function.

Key Information you will need to complete the Unifrog Placement Tool:

- **Company name & address**
- **Employer contact – name, email & phone.**

Contact

If the employer needs to speak to someone at school, the contact is Mr Collins or Mrs Simpson, Meadowhead School, Dyche Lane, Sheffield, S8 8BR; 0114 2372723; careers@meadowhead.sheffield.sch.uk.

Lists of possible placements from previous years are available on the school website. If you can't find a placement, or you need more help to find one, please tell your form tutor, ask in the Careers Office (outside lesson times) or attend the after-school Careers Drop-In.

Contacting employers

BEFORE

- Make sure you know the dates of work experience
- Think about why you want work experience with this organisation and what you can offer.
- Think about what you will say beforehand.
- Think about how you will note down important details (eg pen and paper; notes on phone).
- If going in person - go by yourself, rather than with a large group of friends.
- Make sure you look professional and presentable.
- Speak clearly and be polite.

Contacting an employer by email

You might prefer to contact employers by email. Try adapting the template below.

Hello **[or Dear person's name eg Dear Mr John Smith]**

I would like to enquire about the possibility of a work experience placement from XXX to XXX.

I am xx years old and a Year 10 student at Meadowhead School. I am studying GCSEs in English, Maths, Science... **[list other GCSEs or BTECs you are studying]**.

I would like to work at your organisation because... **[list some of the reasons you think this organisation would be right for you]**.

I have experience... **[list any experience that you may have, for example, paper round, babysitting, student parliament representative, helping out a family member, walking the dog]**. I am... **[list some of your skills and qualities e.g. friendly, reliable, hardworking, a good teamworker, practical, punctual etc]**.

I am interested in... **[write down any interests or career ideas that are relevant or may help with your application]**.

I look forward to hearing from you.

Kind regards,

Your name