

Student Work Experience

**Examples of how to contact Employers
to arrange Work Experience**

Phone Call (use as a guideline)

- Know what you are going to say
- Speak clearly and confidently

1. If it is a large organisation, ask to speak to the Work Experience Co-ordinator, if not ask for the Manager.

2. Say *hello*.

3. Introduce yourself:

My name is I am a Year 10 student at Medowie Christian School.

4. State what you want:

For example: I would like to know if you take work experience students. I am interested in a position as a Fitness Instructor or Personal Trainer and I am hoping that it may be possible to do this with your company from November 18-22 this year.

5. The rest of the conversation will be guided by the person to whom you are speaking. They may wish to know more about you, why you want to work for them, what you know about the company, job etc.

6. If you gain the position tell them you will send in your work experience papers via email (ask them for their email address and tell them that they can sign electronically).

7. Always finish the conversation by thanking them for their time.

Sample introduction script (in person or on the phone)

Hi, my name is John Citizen. I am a student in Year 10 at Medowie Christian School and would like to speak to the manager about completing work experience at Anytime Fitness.

I am required to find a week's work as part of our school work experience program during the week of November 18-22.

I am really interested in learning more about the fitness industry as I have always enjoyed PDHPE and play a lot of sport.

Work experience at Anytime Fitness would be a great opportunity as I am interested in a future career in personal training or sports management and would like to find out more about working in this area.

Sample Email (use as a guideline)

From: joe.citizen@medowiecs.nsw.edu.au

To: greenhills@hm.com.au

Subject: Work Experience at H&M Greenhills

To the Library Manager,

I am a Year 10 student at Medowie Christian School seeking a placement for work experience in the week of November 18-22. I am hoping that you are able to offer me a placement at your H&M store at Greenhills.

Undertaking work experience at H&M would be a great opportunity as I am interested in pursuing a future career in Retail Management.

Currently at school I am studying a variety of subjects and I would like to study Economics and Business Studies for my HSC to increase my understanding of business practices. I am very interested in learning more about these areas through doing work experience at H&M Greenhills.

I look forward to hearing from you at your earliest convenience.

Yours sincerely

John Citizen

Mobile number: 0412 345 678

Sample Letter A (use as a guideline)

Street number and name
Suburb State Postcode

Date

The Manager/The Work Experience Co-ordinator
Business/Company Name
Street or Postal Address
Suburb, State, Postcode

To the Manager,

My name is and I am a Year 10 student at Medowie Christian School. I would like to gain a week of work experience from November 18-22 this year at(type in name of company, organisation or business).

I am very interested in a future career in I am writing to ask if your company (or organisation/business) might place me for work experience because I feel that your company will give me the opportunity to see various parts of the industry first-hand.

The school subjects that I enjoy related to this area of work areand I do particularly well in Over the past few years I have been involved in at school and in my community. I have represented my school in

Leadership activities that I have participated in include and my hobbies are I have a part-time job at where I have acquired skills in

It would be appreciated if you could contact me at the above address at your earliest convenience, or I can be phoned on

Should my application be successful I shall send you my forms and information that indicate I have insurance cover for work experience through my school.

Thank you in anticipation for your assistance and I look forward to meeting you in the near future.

Yours faithfully,

(your signature)
(your name in block letters)

Sample Letter B (use as a guideline)

Joe Citizen
6B Waropara Road
MEDOWIE NSW 2318
Mobile: 0412 345 678
Email: joe.citizen@medowiecs.nsw.edu.au

1 September 2019

The Manager
Oakvale Wildlife Park
3 Oakvale Drive
Salt Ash NSW 2318

To the Manager,

I am writing to apply for a work experience placement at Oakvale Wildlife Park from November 18-22.

Presently I am a Year 10 student at Medowie Christian School and would like the opportunity of working with your company.

Some of the subjects I am studying this year include Science, Geography and Marine Studies. My extracurricular activities include the Duke of Edinburgh Award Program and representing my school in basketball. I also enjoy working with animals and have had experience in caring for them.

Of particular interest to me is a career in Animal Science or Zoology and I would like to find out what is involved in this type of work and how your company operates.

I hope that you will give consideration to my application for work experience and I look forward to hearing from you at your earliest convenience.

Yours faithfully,

(Sign your name)
Joe Citizen