

# HOW TO ASK EMPLOYERS FOR WORK EXPERIENCE

## STUDENT GUIDE (KS3/KS4)

**Are you going to be taking the opportunity to carry out work experience?**

**Are you not sure how to find a placement?**

Don't worry! It isn't always easy to find work experience and not all placements are advertised. Discover how to identify opportunities and approach employers throughout this guide.

All work experience is good work experience, even if you end up in a placement which you don't really enjoy, it teaches you important employability skills and gives you a solid understanding of what job roles you would like to do, and which ones you definitely do not want to do.

We have also provided you with several **TOP TIPS** which should provide you with some useful advice which may help answer some of the questions you might have.

### TASK 1

Start by making a list of all the different types of job roles and industries you think you are interested in carrying out a work experience placement in?



### TOP TIPS

Now you know where your interests are, it's time to try and find a suitable placement. The first thing to do when trying to secure a work experience placement is to look at your network of family, friends, colleagues, tutors and any previous employers to see what's on offer.

They may know of an opportunity or could at least give you the contact details for someone at a company. You can use social media sites such as Twitter and LinkedIn to keep up to date with what companies are doing and, in some cases, connect directly with employers.

You need to make sure you're conducting yourself professionally and only posting content that you'd be happy for an employer to see.



## TASK 2

Now you can write a list of all the people who you think you could contact who may be able to support you with finding a work experience placement?

### TOP TIPS

Once you have found an employer you would like to contact about the possibility of a placement it is important to contact them directly.

Addressing your application to a named person will show that you've put in some effort and aren't just blanket emailing lots of companies. Someone in HR or the recruitment team will usually be the contact, but a quick phone call will give you a name.

Once you have a contact, you should phone or email them and ask about the opportunities they have for work experience placements, remember to be polite and professional and don't forget to let them know why you are interested in their company.

If you are writing an email, always use a professional tone and double check for spelling and grammar mistakes. Close your message positively and politely, reiterating your interest, willingness to provide more information and your hope to hear from them soon.

You should also show respect for your contact's busy schedule and thank them for their time in considering your application.

## TASK 3

Use the page below to practice and draft an email that you could send to a potential employer asking them about placement opportunities?

Once you have done this, why not ask your tutor for feedback.

### TOP TIPS

Knowing when to follow up is tricky, as you want to appear dedicated and professional without coming across as demanding or pushy. However, it's important as it can jog an employer's memory if your application has fallen off their radar.

Even if the organisation is unable to offer you a placement at this particular time, sending a follow up email or making a phone enquiry can provide constructive feedback and result in useful connections, which could be invaluable in future applications.

If your initial request doesn't receive a response within one or two weeks, follow it up with an email or call.

For more information and support visit: [http://www.skills4worcestershire.co.uk/careersportal/info/3/careers\\_and\\_education](http://www.skills4worcestershire.co.uk/careersportal/info/3/careers_and_education)