

Work Experience – How To Write A Letter To An Employer

Most important things to consider

- Politeness – please, thank you etc...
- Formal – ‘Dear’, Yours Sincerely (if address to a person), Yours Faithfully (is addressed to Sir/Madam)
- Spelling, grammar and correct punctuation
- Sell yourself – why should they take you on? Make sure you are making yourself look as good as possible, so they want to take you on.

Starting your letter

- Include your name and address at the top
- Include the name and address of who you are writing to
- Include the date
- **Make sure you go on the company’s website and find out the name of who you are writing to – this makes a good impression that you are genuinely interested in coming to work for them. This person should be the Manager/Director/Headteacher/Supervisor**
- Use “Dear Mrs Smith”, or “Dear Sir/Madam” if you were not able to find out their name.
- State the purpose *“I am writing to enquire about completing a possible work experience placement within <name of company> between Monday 20th to Friday 24th June 2022”*

Selling yourself – what should I write to help me get this placement

- This is where it is over to you – we cannot tell you exactly what to write here! Think of your personal answers to the following (each should usually be a separate short paragraph):
 - Why are you interested in that type of work?
 - What attracts you to this company? (make sure to mention things that complement the company and will impress them, not just “It’s close by”)
 - How would you sum up your strengths, and how they might they be an advantage?
 - Relate your skills to the job (e.g. your applying for a Primary School and you’d like to mention you’re good at working with children)

Finishing the letter

- Thank them for taking the time to read your letter
- Thank them in advance for considering your application
- Say you look forward to hearing from them soon
- End the letter with “Yours sincerely” if you included their real name
- Or “Yours faithfully” if you wrote “Dear Sir/Madam”.

Before you send!

- Re-read that letter yourself – check it makes sense as well as check spelling and punctuation!
- Get somebody else to read it in case you have missed anything!
This could be - another student.... Form teacher.... Careers Leader (Mrs Carroll).... Parents/Carers.... Another member of staff
- Decide how you’re going to send it! Email attachment? Postal?
Larger companies will probably prefer email and small ones postal.
If you phone first, ask them how they’d like to receive it!