



**Bristol Brunel**  
Academy

# **Work Experience**

# **Student Guide**

## **How can I find my own work placement?**

Begin by thinking about the type of company you would like to experience. It may help to discuss this with your parents/carers/tutor or Miss Paice - Careers Adviser. Miss Paice is available for drop in sessions, in her office most days after school plus lunchtime sessions every Tuesday in GC2.

## **How to get contact details for the company:**

Having decided what sort of company you are looking for, you can find contact details in a number of places:

- Look on the Internet (a good website for searching on is [www.yell.com](http://www.yell.com)) and search for companies in your area offering the type of work you want to do.
- Think about local companies that you know that you could contact and look up their contact details.
- Speak to friends and family to see if they can recommend somewhere.
- Speak to Miss Paice about the database of companies who have accepted work experience placements in the past.

## **How to contact the Company**

There are a number of ways to contact a company:

- **Email** - Email seems to be an effective way to contact a company these days as it is very convenient for them to reply to you. You will probably need to look at the company's website to get an email address. You may even need to telephone the company to ask for the contact name and email address of 'the person responsible for organising work experience'. If they reply to your email offering you a placement you could then email again thanking them and asking the questions from the placement details form.
- **In person** - If it is a local shop/motor garage/hairdressers etc that you are interested in working in then it might be a good idea to go along in person, when the shop isn't very busy, and enquire about a placement. Don't forget to take your placement details form with you to record all the necessary details.
- **Telephone** – Remember to have your placement details form to hand to record relevant details and speak clearly and confidently.
- **Letter** – See example on back page, if they reply to your letter offering you a placement you could then email/telephone asking them the questions from the placement details form.

If you are contacting a large company, and are unable to get a contact name, it is best to contact the **Human Resources department**. In a smaller company it will usually be **The Manager**.

**It is best to contact several companies** as often you may not receive a reply or they may take weeks to say "no". Don't get disheartened by this, it is nothing personal, they are usually just very busy! However, because of this it is important to approach several companies so that you have a number of options open to you.

### **Once you have confirmation of a placement**

Make sure you have completed the Placement Details form and hand to reception FAO Miss Smith. We will then carry out the necessary administration to complete the setup of your placement. A confirmation text will be sent to your parents/careers once this is complete.

### **Suggested outline for a letter or email to ask an employer for a placement:**

If you are sending an email and have a general email address, i.e. info@, admin@ rather than a contact name, mark your email at the beginning or in the subject line "FAO Human Resources" or "FAO The Manager"

If you are sending a letter it can be hand written or typed, again if you don't have a contact name you can address it to Human Resources or The Manager. Ideally it should be no longer than one side of A4 paper.

**Remember** – this is the first contact you will have with an employer and you therefore want to create a good impression so check that the following are correct:

- Presentation and layout
- Spelling
- Company name and address
- That you have the right dates for your work experience

## Guide to writing your letter or email

Date

Your Full Name

1<sup>st</sup> line of your address

2<sup>nd</sup> line of your address

Bristol

Postcode

Contact Name (or HR Department/The Manager)

Name of Company

Full Address

Postcode

Dear (Persons name or Sir/Madam)

I would like to enquire about the possibility of a one-week work experience placement with your Company Monday 15<sup>th</sup> – Friday 19<sup>th</sup> July 2019 (inclusive).

I am a year 10 student at Bristol Brunel Academy; I am studying GCSE's in English, Maths, Science.....(list others as appropriate).

I would like to work (at your company / in your shop / in your school, you fill in what is appropriate for your placement) because.....(give a reason that shows how interested you are in this particular company).

I have.....(list any experience that you may have e.g. had a paper round for a year, babysat for friends/family, have a part time job in a local shop.....)

I am.....(list some of your personal skills and qualities e.g. friendly, reliable, hard working, etc). My personal interests are.....(write any that may help with your request).

Thank you for taking the time to consider my request.

I look forward to hearing from you.

Yours sincerely (If you know the employers name)

Yours faithfully (If addressed Sir/Madam)

*L. Smith* (Sign your letter if posting)

Laura Smith (Print your name)