

Email template – Work Experience Yr10 or Yr12

Email title: Yr.... Ousedale School student – Work experience placement enquiry

Dear Sir/Madam,

I am a year 10 / 12 student from Ousedale School/ Sixth Form studying GCSE/A level (list subjects).

I would like to enquire about a potential work experience placement at (company name), which I will be available to carry out from Monday 6th July to 10th July & 13th –17th 2026

I am keen on gaining some practical work experience in (chosen field of work), because (reasoning for perusing a placement with this specific company and sector, talk about your career aspirations and how this links with the organisation).

I am a (relevant skills and attributes – honest, punctual, good team player etc), which can be shown in my (real-life examples that demonstrate your skills).

In my spare time, I like to (list relevant hobbies and interests), and I have also had some experience in/am a member of (list any groups/clubs/other work experience).

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at (company name).

Thank you for your time and consideration,

I look forward to hearing from you shortly.

Yours (sincerely or faithfully - If you don't know the name of the recipient)

(Your name)

Some helpful tips:

- Make sure you have the correct email address ideally sending to the work experience co-ordinator/manager for the company you are applying to.
- Make sure you have re-read your email for spelling or grammar mistakes.
- Make sure the information you provide is accurate.