



WORK EXPERIENCE PLACEMENT— COVER LETTER TEMPLATE

When sending an employer your CV or application form for a work experience placement, you should ALWAYS include a cover letter. This is to state why you want to do your work experience with that particular employer and mention any specific skills or experiences you may have which suit their company, industry (such as catering or education) or the job role you are applying for.

1. **A cover letter needs to be formal**, always start your letters with your name and address at the top in the right hand side corner and then the employer's name and address top left hand side corner.
2. **Always start your letter with “Dear Mr/Mrs”** and then their surname. If your contact is female and you don't know her title (Miss, Ms or Mrs) always go with Ms. Males will always be Mr.

Mr John Brown
222 Every Road
Any Town
AA1 1BB

Mrs Jane Smith *(ensure that you address your application to a particular individual – if none is given in the advertisement, check the company's website)*
ABC Company
All Streets
Any Town
YY1 1ZZ

(Date)

Dear Mrs Smith

3. **State why you are writing to them as a first introductory paragraph:**

“I am writing to you in relation to a potential Work Experience Placement. I am very keen to conduct my work experience placement within your company and have included my CV for you.

“I am very interested in working within (insert company name), specifically within your (state which department, catering, admin, finance, nursery etc) department as I have always been eager to learn more about (state the type of job role e.g Catering, Admin, Finance)”

It could look something like this:

“I am writing to you in relation to a potential Work Experience Placement. I am very keen to conduct my work placement within your company and have included my CV for you. I am very interested in working within Bernard Matthews, specifically within your marketing and advertising department as I have always been eager to learn more about different methods of marketing, targeting the right audience, creation of marketing materials and how different products are promoted to the general public”

4. **Show the employer why you would be a good candidate**, list skills you already have, your previous knowledge or any previous experience you may have which links to the type of job you are asking for.
5. **If you don't have any previous experience then focus on transferable skills** such as good at IT, creative, good communication skills, team working or leadership skills etc.

“ I feel that working within Marketing would be ideal for me as I am good with people, have good communication skills, am creative and know a little about different types of marketing methods already. I am a quick learner and would be great at IT based advertising as I am excellent at using Microsoft Publisher. “

6. **Next you need to state any more generic skills**, such as communication skills, listening skills, IT skills, good time keeping, trustworthy, good at meeting deadlines etc and perhaps give a couple of examples. (this is your opportunity to give a rounded picture of yourself. If you have several pieces of information then do each as a separate paragraph or as bullet points to break up the text)
7. **You then need to start finishing your cover letter**

End your letter with something like:

“I would be delighted to discuss my application over the phone or via email. I can be contacted on 07777 123456 or emailed at John.smith@hotmail.com.

“Should you wish to invite me for an interview before confirming my placement please do get in touch and I would be more than happy to meet with you.”

Yours sincerely

John Smith

Calling your employer to ask for a Work Experience Placement:

When calling an employer it is crucial that you write down how you will introduce yourself before calling, you don't want to stumble your words or say something wrong!

Start with “Good morning/afternoon, my name is I am a student at (name of your school) currently in Year 10/11.”

“I am looking to undertake a work experience placement from (state the dates of your work experience) and was wondering if you offered work placements?”

If they say no they do not offer work experience then be polite “thank you for your time anyway”

They may put you through to their Personnel department, a manager or supervisor. You may need to introduce yourself again to the new person.

NOTE: Usually an employer will ask you what type of work placement you want, if you are calling a school or nursery then its clearly education or working with young children, some larger companies may have several different areas so make sure you know what area you want to work in before hand—its good to have a look at what the company does by checking their website.

“I am hoping to undertake my work experience within your ICT department, specifically within website management (for example)”

Usually an employer will ask for you to send a letter to them, or will ask that you complete an application form.

DONT FORGET TO MENTION THAT YOU NEED THEM TO SIGN AND COMPLETE THE STUDENT SELF GENERATED REQUEST FORM.—ASK IF HOW YOU SHOULD SEND THE FORM TO THEM—POST, EMAIL OR IN PERSON

Thank them for their time when ending the call or say “I look forward to hearing from you”
