**EMAIL TEMPLATE**

To: [accompany@gmail.co.uk](mailto:accompany@gmail.co.uk)

Cc:

Add a subject: Work Experience Placement Request

Dear Sir/Madam

**Year 10 Work Experience- Monday 4th to Friday 8th of July 2022**

I am writing to you to request a work experience placement commencing Monday 4th to Friday the 8th of July. (to be confirmed) I am interested in becoming a Primary school teacher and therefore, a placement within your school would give me an insight into my ideal career. At Ormiston Horizon Academy I enjoy studying subjects such as English, Mathematics, Science and Health and social care. My hobbies include reading, swimming, playing football and vlogging. I am self-motivated, and can work independently or as part of a team.

1

Work Experience is also an opportunity to learn a new routine in a new environment, with the opportunity to meet new people. I am expected to work the normal hours of your organisation and I understand that most of the week will be work shadowing. I will be required to complete a Work Experience diary each day while on the placement.

2

If you would like to discuss this further, please contact me on xxxxx xxxxxx or email [**aparent@personalemail.co.uk**](mailto:aparent@personalemail.co.uk)

3

If you agree to the work experience placement, you will be required to complete Ormiston Horizon Academy Work Experience documents which includes a Risk Assessment and details of insurance. Without this documentation I will not be allowed to attend. If you would prefer to speak to the academy, you can contact Mrs Zoe Heath, Careers coordinator by telephone on 01782 883333 or email [**zheath@ormistonhorizonacademy.co.uk**](mailto:zheath@ormistonhorizonacademy.co.uk)**.**

Yours faithfully

I. Dunno

Miss Imogen Dunno.

1.This is an introduction. Please add what your ideal career is or what you are interested in becoming. Also, include what subjects you are studying and your hobbies. Your strengths are important!

2. This generally is what work experience is about but you can include anything else you are interested in.

3.Make sure an employer can contact you, it is very important. Please ensure there is a telephone number and if possible your parents/carers email address.