

# HOW TO ASK FOR WORK:



Hello,

My name is .....

I am a Year 10 student at Wavell State High School in Brisbane North. I am interested in undertaking work experience with your company/ school/ shop/ organisation/ business. Is there someone can I speak to about work experience please?

**(OR)**

I am keen to find out if you offer work experience placement?

The work experience week for my school is for 4 days from Tuesday 21<sup>st</sup> to Friday 24<sup>th</sup> JUNE 2022. The work provider can decide on the hours we are required to work as it suits them. We are insured by EQ Work Cover while we are on Work Experience.

**(If “NO” .....**)

Thank you for your time. Good Bye.

**(If “YES”...)**

Thank you. That would be fantastic.

There are some things that I need to tell my school for work experience. Can you please help me with this information?

What is your:

**Company name** :.....

**Work placement contact person:** .....

**Workplace address** .....

**Best contact telephone number**..... and

**an email**.....

My school will contact your to arrange the placement and prepare a Work Agreement form. This will contain information about the work scope and insurance coverage as well as all my contact details. Closer to the time, I will make an appointment to visit and get the Work Agreement signed.


Thank you very much for your time and for the opportunity to do Work Experience with you **(OR)** at your company/ school/ shop/ organisation/ business.

Good bye

***HOT TIP: call first then follow up with email***

# WHERE TO ASK FOR WORK:

Talk to your family and friends about work experience – they might know someone who could offer you a placement. Make a list of businesses in your area for the industries below; look up their address and phone number on Google and start calling..... (use the script provided)

<p><b>EDUCATION</b></p> 	<p><b>ADMINISTRATIVE</b></p> 
<p><b>HEALTH CARE</b></p> 	<p><b>RETAIL</b></p> 
<p><b>ANIMAL CARE</b></p> 	<p><b>SPORT &amp; FITNESS</b></p> 
<p><b>CONSTRUCTION</b></p> 	<p><b>HAIR &amp; BEAUTY</b></p> 
<p><b>HOSPITALITY</b></p> 	<p><b>AUTOMOTIVE</b></p> 
<p><b>VOLUNTEERING</b></p> 	<p><b>GARDEN &amp; ENVIRONMENT</b></p> 

## OTHER POSSIBILITIES: