

HOW TO ASK FOR WORK:

HOT TIP: call first then follow up with email

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 25th to Friday 28th JUNE this year. 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 you to confirm 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