

## TASK 2

Now you can write a list of all the people who you could contact who would be able to help you organise your placement?



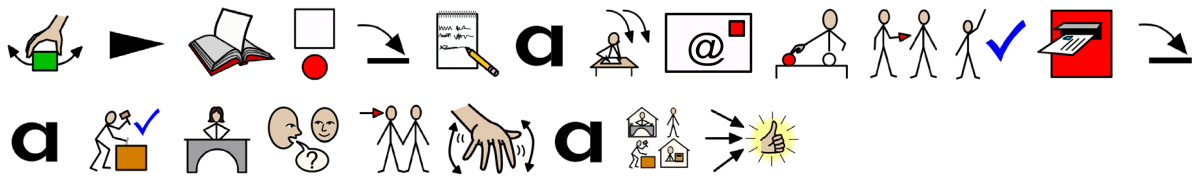
**TOP TIP** - Once you have found an employer you would like to contact about the possibility of a placement it is important to contact them directly.

Addressing your application to a named person will show that you've put in some effort and aren't just blanket emailing lots of companies. Someone in HR or the recruitment team will usually be the contact, but a quick phone call will give you a name.

Once you have a contact, you should phone or email them and ask about the opportunities they have for work experience placements, remember to be polite and professional and don't forget to let them know why you are interested in their company.

If you are writing an email, always use a professional tone and double check for spelling and grammar mistakes. Close your message positively and politely, reiterating your interest, willingness to provide more information and your hope to hear from them soon.

You should also show respect for your contact's busy schedule and thank them for their time in considering your application.



### TASK 3

Use the page below to draft a practice email that you could send to a potential employer asking them about a placement opportunity?



**TOP TIP** - Knowing when to follow up is tricky, as you want to appear dedicated and professional without coming across as demanding or pushy. However, it's important as it can jog an employer's memory if your application has fallen off their radar.

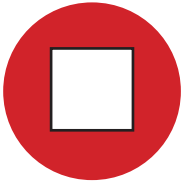
Even if the organisation is unable to offer you a placement at this time, sending a follow up email or making a phone enquiry can provide constructive feedback and result in useful connections, which could be invaluable in future applications.

If your initial request doesn't receive a response within one or two weeks, follow it up with an email or telephone call.

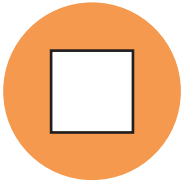
For more information and support visit:  
[http://www.skills4worcestershireshire.co.uk/careersportal/info/3/careers\\_and\\_education](http://www.skills4worcestershireshire.co.uk/careersportal/info/3/careers_and_education)

# Student Feedback

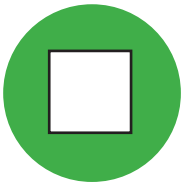
How would you describe your learning in this lesson?



I don't understand the learning in this lesson



It's not easy but I am beginning to understand



I really understand the lesson

## Formal Teacher / Teaching Assistant Notes:

Staff Name

Date

Support Required (Tick Box as appropriate)

Independent     Physical     Verbal     One to One     Scribe

Explanation of Support