



# Thomas Alleyne's High School

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## Guide to Applying for Work Experience

A well written work experience application letter or email could make all the difference when it comes to being considered for your work experience placement. Not only will it help you to stand out from other applicants, but it can also help you be successful in gaining your chosen placement.

We have drafted work experience letters and email templates to give you a few ideas and help get you started. Remember that these are only an example and should be amended and adapted to showcase you, your interests and your reasons for wanting a placement with them.

We offer some top tips below, reminding you of what you need to tell the employer:

- Who you are
- Your contact details – full postal address (including a phone number and email address if you have one)
- If you are applying by email, make sure your email address is suitable and not offensive to anyone
- What school you are from
- The dates of your work experience
- What kind of role you are looking for
- Your career goals (and why this placement would help you)
- A little bit about yourself – like your skills, interests, hobbies if you are part of any clubs, teams or any achievements you have both in and out of school
- And importantly why you want this placement!
- Remember to be professional, polite and to always check your grammar, punctuation and any spelling mistakes.

TAHS staff contacts:

Mrs Young – careers lead – [younge@tahs.net](mailto:younge@tahs.net)

Good Luck!