

*The following is a template that you can use/modify if you are emailing a workplace. You can adapt this so that it sounds like you and is relevant to the workplace.*

## **Work Experience Placement Request Email**

**Subject:** Work Experience Request - [Your Name], Westminster School

Dear [Contact Person/Sir/Madam],

My name is [Your Full Name] and I'm a Year 10 student at Westminster School. I'm writing to ask if you might have a work experience placement available during our school's work experience week.

I'm really interested in [specific area - e.g. veterinary work/marketing/plumbing/nursing] and enjoy studying [insert the subjects you enjoy] and would love the chance to see what working in your field is actually like. Our Work Experience week is from **Monday 22nd June to Friday 26th June 2026**.

I understand that taking on a Work Experience student is extra work, but I'm keen to learn and happy to help out with whatever tasks you think would be suitable. I'm interested and excited to have this opportunity.

While I am on Work Experience:

- I'll be fully covered by Westminster School's insurance
- No payment is needed (or allowed under the program rules)
- A teacher will check in during the week by phone or visit
- I'll need to complete some paperwork if you're able to offer me a placement

I know you probably get many requests, so I really appreciate you taking the time to consider mine. If you need any more information about me or the program, please don't hesitate to contact me or our Career Pathways Advisor, Jayne Fulton at [jfulton@westminster.sa.edu.au](mailto:jfulton@westminster.sa.edu.au) or on 8276 0354.

Thank you for your time, and I hope to hear from you soon.

Kind regards,

[Your Full Name]

[Your Email]

Westminster School

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**Tips for customizing your email:**

- Research the company first and mention something specific about why you're interested
- If emailing a specific person, use their name instead of "Sir/Madam"
- Be specific about what type of work interests you
- Send in the morning on a weekday for best response rates