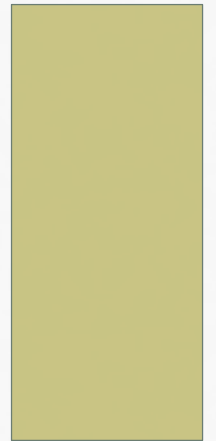


# LETTER/ EMAIL WRITING

WORK EXPERIENCE



# INTRODUCTION

- There are many ways in which you are able to communicate with a business and company whilst on your search for a placement.
- Walk in
- Phone
- Letter
- Email
- Which method is more comfortable to you?

# EMAIL

- At this present time Email is one of the most common form of communication to a business.
- Most job applications are completed online and usually companies inform you of your success via email, including interview dates and times.
- It is important that your “business email address” is a sensible one. It may be worth setting one up (ideally with either your name or initials).

# ACTIVITY

- In pairs/ small groups
- You have 5 minutes to write an email requesting work experience placement.
- Once complete use blue tac and stick to a wall near you
- Lets have a look at each others letters!

# GOOD EMAIL

Guidelines to completing a good 'email' letter.

- A heading is not necessary in an email (your return address, their address, and the date).
- Use a descriptive subject line.
- Use simple formatting, keep everything flush with the left margin; avoid special formatting and tabs.
- Keep your letter formal, just because it's an email instead of a hard copy is no excuse for informality (don't forget to use spell check and proper grammar).
- Try to keep your letter less than 80 characters wide, some email readers will create line breaks on anything longer and ruin the formatting.
- If possible, avoid attachments unless the recipient has requested or is expecting an attachment. If it is a text document, simply cut and paste the text below your letter and strip out any special formatting.
- If the person's name is unknown, address the person's title e.g. Dear Director of Human Resources.



Send

From ▾

lforde@swr.school

To...

[Vdoherty@world-challenge.co.uk](mailto:Vdoherty@world-challenge.co.uk)

Cc...

Subject:

Application for Work Experience Placement

Dear Ms Doherty,

I would like to apply for work experience at World Challenge.

I am currently completing my Sixth Form Studies at Sir William Ramsay. The subjects I am currently undertaking are Geography, Business Studies and ICT.

The skills I am building, I believe, are complimentary to World Challenge, and would like to put theory into practice and to gain experience in the world of business.

I am a hardworking, quick learning, committed, and focused individual with an eye for detail and positive attitude.

With the computer and communication skills I am prepared for a variety of tasks and would like an opportunity to demonstrate this at World Challenge.

I wish to thank you in advance for taking the time to read this email .

I look forward to hearing from you and if you have any questions please do not hesitate to contact me.

Regards

Mrs Lucia Forde  
01494 815211



Vdoherty@world-challenge.co.uk



# INFORMING THE WORK PLACE OF ABSENCE/ LATENESS/ SCHOOL DATES

It is important when the placement is secured that you know who you are to communicate to either a supervisor or a member of HR.

How and when do you think you should let your placement know if you are;

Running late?

Off Sick ?

Missing days through school activities?

# THOUGHTS.....

Hi Vicky.

I am extremely sorry for missing the interview. On the day I was very ill and couldn't get out of bed. I tried finding your contact details. However, it was on my school computer and the school was locked. Sorry for missing the interview and wasn't your time,

Kind regards



GOOD LUCK!



Please do not hesitate to come and see me in Student Reception if you should need any help with letters/ emails.