

** HOW TO WRITE A LETTER FOR WORK EXPERIENCE **

WHEN WRITING A LETTER THE MOST IMPORTANT THINGS TO CONSIDER ARE:

- Politeness - please, thank you, etc.
- Formal - 'Dear', 'Yours sincerely'.
- Spelling - grammar and punctuation!
- Sell yourself - why should they have you? Make sure you are making yourself look as good as possible so that they want to employ you!



STARTING YOUR LETTER

- Include your name and address.
- Include the name and address of the person you are writing to.
- Include the date.
- Make sure you go onto the company's website and find out the name of the person you are writing to - this makes a good impression that you are genuinely interested in coming to work for them. This person should be the Manager/Director/Headteacher/Supervisor.



SELLING YOURSELF

This is where it's over to you! Think of your own personal answers to the following (each should usually be a separate short paragraph)

- Why are you interested in this type of work?
- What attracts you to the job? (Make sure to include things that compliment the company.)
- How would you sum up your strengths and how they might be an advantage.
- Relate your skills to the job (e.g. good fitness).

SELL!

FINISHING THE LETTER

- Thank the employer for taking the time to read your letter.
- Thank them in advance for considering your application.
- Say you look forward to hearing from them soon.
- End the letter with 'Yours sincerely' if you included their real name.
- Or 'Yours faithfully' if you wrote 'Dear Sir/Madam'

Yours
faithfully

BEFORE YOU SEND

- Re-read the letter yourself. Check that it makes sense - as well as punctuation and spelling!
- Get somebody else to read it in case you have missed anything:

Another student

Form tutor

Careers Department

Parent/Carer

Want a professional to check it over?
Email: Careers@paigntonacademy.org,
or drop into the library and speak to a member
of the Careers team.



Mrs Hay



Mrs Vere



Mrs Deane



Mrs Barter

Good Luck! The Careers Team