

APPROACHING AN EMPLOYER BY EMAIL

Please find below an example email template for you to use when contacting employers. Please edit the sections in blue and don't forget to tell them the skills and interests you have in their company.

EXAMPLE:

Dear **XXXXX**

I am a year 10 student currently studying at Fulford School, as part of my agreed study programme I have the opportunity to undertake a period of Work Experience during the week of 22nd – 26th May 2023.

I am currently studying **XXXXX** and my future career goals/pathways are **XXXXX**.

I would very much appreciate the opportunity of a work experience placement within your company and feel that I could gain many skills and experiences that would prepare me for my future.

If a placement within your company should be possible, the next step would be to arrange a meeting with yourself to discuss the role and complete the necessary NYBEP Work Experience Agreement Form which needs to be returned to school by Friday 16th December 2022.

Thank you for your time and I look forward to hearing from you.

Yours sincerely

XXXXX (Your name)

WHAT IS NYBEP'S ROLE?

If an employer asks you any questions about NYBEP and/or what our role is in the process, we have included some information below to help you:

NYBEP is a not for profit Business and Education Partnership who support schools in Yorkshire, Humber and the North East with their work experience programmes. Schools book placements onto the NYBEP system and they ensure that Young Person's Risk Assessments are completed as well as support employers throughout the process.

If an employer has any further questions about the process, please feel free to give them our contact details below.

