Dear Employer

The student bearing this letter, _________________________________, has expressed an interest in undertaking a work placement with your organisation as part of their Enrichment programme at Handsworth Grammar School.

As part of preparation for future employment, we are encouraging students in Year 10 to secure up to 5 days of work experience in order to support and enhance the next stage of their careers. These placements can be with any organisation and will take place between the 4th and 7th of May, 2021. We recognise that with the current pandemic these are challenging times and if possible, any assistance you might extend would be greatly appreciated.

Universities and employers value applicants engaging in work experience as a means by which they can demonstrate their abilities beyond the classroom. It does not need to relate to a specific job as whatever the nature of the experience, it can provide insights into career options and provide a focus for personal statements or interviews.

Would you consider hosting the above student for one working day during which they can experience the working environment at your organisation and develop a better understanding of the processes and demands of the world of work?

If you are able to host a student for the specified time period, could you please let the student know so they can obtain further details of the placement which they can share with the Work Experience Coordinator at Handsworth Grammar School?

If you or they require further guidance, please do not hesitate to get in touch at N Duck@handsworth.bham.sch.uk or via the main school contact details.

On behalf of the student and Handsworth Grammar School, thank you for your time and consideration.

Yours faithfully

N P Duck

Head of WRLCE