

EXAMPLE EMAIL FOR STUDENTS

Dear xxxxx

My name is xxxxx and I am currently studying the xxxxxx course at Plumpton College.

It is my xxxx year at Plumpton College and I am really passionate about working in the xxxx industry. I would like to gain some work experience working with you to support my course and also give me some experience to be able to show future employers what I have learnt.

I would really appreciate it if you would consider me an opportunity to do some work experience with you. I'd be very happy to come in to talk to you informally to see if you think it would work for you to have me helping. I have attached my CV (OR YOU CAN PUT PERSONAL STATEMENT IF YOU DO NOT HAVE A CV)

I don't have college on these days: XXXX and XXXX and could be really flexible to work with you on either of these days each week.

I would happy to do xxxx hours.

Kind regards