

**How to draft an email to a prospective employer {send email from school email, not personal email account}**

Dear Sir/Madam **{or the name e.g. Mrs Smith if you have it}**

I am a student at Beths Grammar School and I am writing to enquire whether you would be able to offer me a work experience placement, from **{insert dates}**, when I will be a Year **11/12** student aged **{insert age}**.

I am specifically looking for a placement at a veterinary practise as I intend to go to university to study veterinary science and hope to eventually become a vet myself. In support of this, I have a great love of all animals, varying from my pets at home to animals on my family's farm and I have gained experience in caring for them.

I would be grateful if you could let me know if you will be able to offer me a placement by the **{insert date}**, as I will need to inform my school by then. If you would prefer for me to attend an interview, I can be available on any day after school from 4pm, or at any time on Saturdays.

Thank you for taking the time to read this email and I look forward to hearing from you.

With kind regards

**{insert name}**