# Sample Work Experience preparation letter to students

Company Logo

Delete this image and replace with your logo

Dear <<name>>

The date for your work experience week at *<<company name>>* is fast approaching!  You will meet several of our staff during your week with us but I will be your ‘point of contact’ for the whole week.  If there is anything you want to ask, or anything you are unsure about, you should ask me.

Preparation

Before you arrive with us we would like you to think about what you hope to gain from your work experience.

**To-do:**

* Make a list of any key skills that you would like to improve or develop during your work experience. For example working with others, communication, problem solving, time management, planning and organising.
* Note down any questions that you have about working in engineering that you would like to have answered during your time with us.

**To research:**

*<<Please select one or two>>*

* Google *<<CEO name or company name>>* and write a page of notes.
* Visit our website at [*www.---.com*](http://www.---.com) and describe what we do.
* Visit our website at [*www.---.com*](http://www.---.com)and describe what your ideal job would be.
* Visit [www.tomorrowsengineers.org.uk/whosecrewareyou](http://www.tomorrowsengineers.org.uk/whosecrewareyou) and take the quiz. Which of the careers looks interesting to you from the crew you are in and why?
* Visit [www.tomorrowsengineers.org.uk/case\_studies](http://www.tomorrowsengineers.org.uk/case_studies) and have a look at the different engineer and apprentice case studies. Bring a page of notes on the jobs that appeal to you.
* Visit [www.icould.com](http://www.icould.com)and try out the careers wizard. Write a couple pf paragraphs on which career options appeal to you and why?

## Arrival

Time keeping is very important in the world of work and you are responsible for arranging your own travel to/from your work experience. You should arrive on your first day by <<time>> and report to reception. The attached <<map>> shows you how to find us. The reception staff will be expecting you and will tell me when you arrive. I will then come and collect you.

Attendance

You are expected to attend from *<<time start – time end>>* every day, with one hour allowed for lunch.  If you are unable to attend due to illness or another reason please call me on the number below.

Dress code

You will be expected dress appropriately for our work environment. As a guide you should wear:

<<Smart business dress – e.g. trousers and shirt/skirt and blouse/dress>>

<<Casual business dress – e.g. trousers and polo shirt or smart T-shirt/skirt and top/dress>>

<<No jeans, trainers, high heels, football tops or tops with logos please>>

<<No facial jewellery except where of religious significance>>

Lunch

You will be responsible for your own lunch during your time with us. You may either bring a packed lunch with you or bring money to buy lunch from our office restaurant or from outlets nearby (I can direct you to the nearest shops and cafes).

I look forward to seeing you on *<<start date>>*

*<<Name, job title, phone number, email address and company address>>*