

Work Experience

Draft email
to employer

#WHATNEXT?

KILDARE CATHOLIC COLLEGE
CAREERS
TRANSITIONS & PATHWAYS



Copy and paste below into an email to the employer. Don't forget you should have already spoken to them about this either in person or over the phone. Anything that is in **red** needs to be changed by you before you send it. Make sure you also CC me kcc-careers@ww.catholic.edu.au with any emails.

Don't forget in the subject line to write Your name - Work Experience

Hi ???????

Thanks for agreeing to have me do some Work Experience.

Would it be possible to do it from the **13/08/24** until the **17/08/24** (or if you already have a date set **change this to 'the date you have agreed on is ????? until the ?????'**)

I am attaching a couple of documents

- Workplace Learning Guide for Employers
- Student Placement Record (SPR)
- Insurance information which also includes the Certificate of Currency

There is no need for you to print off the documents except the Student Placement Record (SPR). However if you prefer I could drop a copy of this off to you. If you could fill out Section 3 (The Employer Section) that would be great. This will ensure that the school can provide insurance cover. Once you have filled it out, I need to get it back. We can do this by

- I could come and pick it up
- or you could scan and email it back to me
- whichever is easiest for you, just let me know

Once you have filled out your section I will get the rest filled out.

Thanks again for providing me with this opportunity.

Regards

Your name

Make sure you attach the documents

listed above
they can be found in the
[For Employers Folder](#)