



This is an example email template you can use when applying for work experience. We have broken down each section so you can see how a professional and polite email should be structured. Please make sure that you customise this email template before using it.

If you have a named contact use their {Title} and {Surname}. You're unlikely to be on first name terms yet! If you don't have a named contact you can use {Good morning} or {Good afternoon} - Ideally - try and send these emails in the morning. It looks more proactive, rather than a late night email.

Start by introducing yourself and demonstrating your passion for medicine. A clear, simple and effective opening paragraph is important in preparing them for your "Ask"

Your "Ask" - You need a clear ask or question in your email. You want a direct response to this question so you can either progress your communication or stop and move onto another GP practice, care home or hospital etc.

Don't just ask to shadow Doctors - There is a lot to learn from everyone within a medical setting so don't discount other professions.

We have added this line in bold. It draws the eye and they will naturally look back at the bold text when they have finished reading the email. This will boost your response rate.

Now you have made your "Ask" you need to work on bringing down barriers.

This paragraph shows you are empathetic and are willing to be flexible. Even a day making cups of tea in a medical setting is a win for you. It's a foot in the door and it's a chance to ask to come back in the future. Your only goal from this email is to get a positive reply and to start your relationship with them.

Attach a copy of your CV so they can learn a little more about you. It will also have your email address and contact details on if they need to contact you in the future. If you don't have a CV, remove this line.

Sign off your email with a clean and professional signature. "Kind regards" is a standard way to sign off an email.

Include your name and stage underneath. You can make your name bold to provide balance and an eye catching sign off.

Use a clear and professional subject line. Try and keep this to be less than 10 words.

Try and find a direct email address of someone within the GP Practice, care home or hospital etc - Having a direct email address will increase your chances of a reply. Try and find this online, if it is not available online you can call them in advance and ask for the best person to send your request to.

Work Experience Placement

Insert Email Address

Work Experience Placement

{Dr/Mr/Miss Surname} or {Good morning},

My name is Jonathan Doe and I am a student at Newcastle Sixth Form. I will be applying to medical schools next year and I am keen to gain insight into the world of medicine, particularly the primary care and community medicine within a GP practice.

Would it be possible to spend sometime shadowing or supporting any of the Doctors, nurses or wider team?

I understand it's a busy time right now, I am willing to work around clinics and schedules to fit in wherever possible. I am willing to get involved in any part of the GP practice and help wherever I can - even if it's making cups of tea! Just being involved in a small way would help provide a huge amount of insight for me.

I have attached a copy of my CV, where you can learn a little bit more about me.

I look forward to hearing from you!

Kind regards,

Jonathan Doe
Year 12 Student



3 Additional Top Tips:

- 1. Have a professional email address** - Do not use your old email address that looks something like bubblegum3123@hotmail.com. You can create a new and professional email address on Gmail for free or you can use your school email address. Use something like jonathan.doe@gmail.com - Much better!
- 2. Don't expect a reply from everyone** - The nature of email means you will get a reply from less than 50% of emails you send. Finding work experience is a numbers game so apply to as many as possible.
- 3. Complete spelling and grammar checks** - Try not to send these emails from your phone. They often don't have spelling and grammar checkers. Use a computer or laptop to make sure it's perfect before you hit send.