

# READY FOR WORK CHALLENGE

## CHALLENGE...

To get access you need to be online and connected to the ThinkForward team..  
Here are some simple steps to help you get connected quickly!

## ARE YOU READY TO GO ONLINE WITH YOUR COACH?

We want to connect you with exciting employers.  
This will include online insights days, work experience, apprenticeships and jobs.

Yr 9

Yr 10

Yr 11

Yr 12

Yr 13

03

# WRITE

We want you to send your coach an email from your new or current professional email. In your email you need to ensure you cover the five points below:

### 1. Subject line

Couple of words explaining your email  
i.e "Work experience opportunity"

### 2. Greeting

"Hi Coach .....". or "Dear Sir/Madam"

### 3. Message

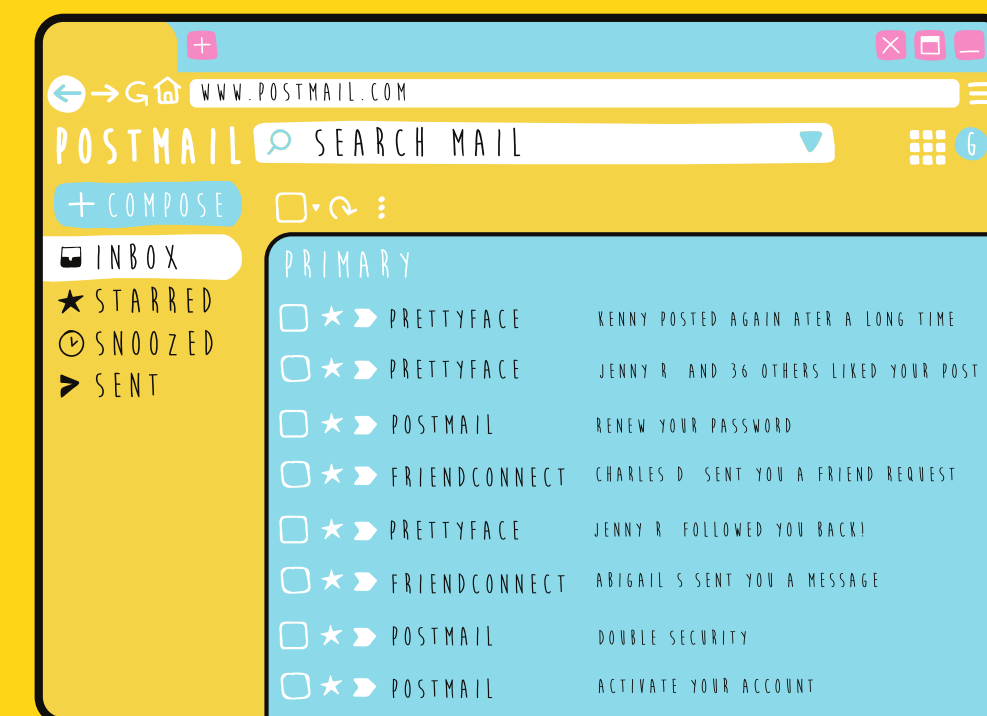
This is where you enter your full message

### 4. Closing

I look forward to catching up in our next one to one"

### 5. Signature

This is where you identify yourself by name.



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