

Applying for A Work Experience Placement

Your Name

Your Full Postal Address

Date

Contact Name (if known)

Employers Name

Employers Full Address

Dear Sir/Madam, (or their name if known e.g. Mr/Mrs/Miss)

I am a Year 10 student from Thomas Alleyne's High School.

I am writing to enquire whether it would be possible to undertake a work experience placement with you for three days from Wednesday 5th July – Friday 7th July, 2023.

I am keen to gain some practical experience in (chosen field of Work Experience) as I really enjoy (insert reason). I am hoping this will be a career for me in the future and feel the experience you can provide me with will be valuable and will support me in making an informed decision about my future intentions.

I have (insert relevant skills to the role). In my spare time, I like to (list relevant hobbies and interests). I'm also a member of (list any groups/clubs/activities).

I am a hard worker, who is (insert your qualities) and would appreciate the opportunity to complete my work experience with you. I can be contacted on either my address shown above or on (insert email address and mobile number if you have one).

I look forward to hearing from you

Yours sincerely (if you start your letter with the person's name)

OR

Yours faithfully (if you start your letter with Dear Sir/Madam)

Sign here

Write full name