

SAMPLE LETTER

Your name
Address – include full postcode
Telephone (optional)
Email address

Name of Employer
Title (if known)
Their address

Dear (Name – telephone first to find out who to write to)
I am a pupil at Saint Cecilia's Church of England School and I am applying for work experience from 20th June – 1st July 2016.

I have always been really interested in *(fill in something about the company – i.e. if retail, then write about that. This is really important as it tells the company/organisation that you have done some research about them – think about the kind of skills that you might need to work for that company)* I am reliable, hardworking and punctual. *(if you have any specific experience or knowledge put this in too).*

I have enclosed my CV. You can see from that I am a good pupil studying a wide range of subjects. I am interested in working for you as I am considering a career in *(whatever they do)*. I do understand that providing a work experience placement is a lot of work for a company but I would really appreciate the chance to work for *(name of company/organisation)*.

I would be more than happy to attend for an interview. My contact details are at the top of this letter/on my CV.

I hope to hear from you soon.

Yours sincerely
(Sign your name)
Type your name

Encls (ie if you have included a CV otherwise delete as it stands for enclosures) .