

Your Name

Full Address

Postcode

Telephone No:

Wednesday, 15 October 2014

The Employer's Name

Full Address

Postcode

Dear [Person's name or Sir/Madam]

WORK EXPERIENCE

I would like to enquire about the possibility of a work experience placement with your company during the week commencing 6th July 2015 – 10th July 2015.

I am currently a student in year ten at The Holy Family Catholic School. I am studying GCSE's in English, Maths, Science.....(list others as appropriate).

I would like to work at ... (you fill in what is appropriate for your placement) because.....

I have... (list any experience that you may have e.g. had a paper round for a year, babysit for friends/family.....)

I am... (list some of your personal skills and qualities e.g. friendly, reliable, hard working, enjoy meeting people etc). My personal interests are... (write any down that may help with your application).

I look forward to hearing from you.

Yours sincerely (if addressed to a person) or Yours faithfully (if addressed to Sir/Madam)

(Sign your letter)

Print your name