

Template letter to an employer requesting a work experience placement

Your name
Home address 1
Home address 2
Postcode

Contact name (HR Manager, Recruitment Manager or Manager)
Company Address line 1
Company Address line 2
Postcode

Dear Name or Sir/Madam,

I am a student from [School name]. I will be completing my work experience from [start date] to [end date] and have chosen to find my own placement. I am hoping that you are able to offer me a placement within your company/organisation.

The reason why I would like to complete my placement at (company name) is
(Explain why you have chosen to write to them e.g. I am interested in finding out more about.....
or I would like to gain experience in.....)

You can also use this section to show what you know about the company: At school I am studying.... Or my hobbies and interests are.....
(Tell the company a bit about yourself; include any responsibilities that you have, both in and out of school)

I look forward to hearing from you.

Yours faithfully or Yours sincerely (if you know the person's name)

(sign here)

Your name

Don't forget:

- Presentation is very important
- Double check you spellings especially
- Things that don't show up on spell check
- Check e.g. names and addresses
- Get someone to check your letter before you send it

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