

Work experience letter template

[Your name]

[Address]

[Postcode]

[Date]

[Employer's name]

[Full address]

[Postcode]

Dear Sir/Madam [or name],

I am a year 10 student from The Carlton Academy. I would like to enquire about a potential work experience placement at [company name], which I will be available to carry out for one week from Monday 20th March 2017.

I am keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in [name career area], I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your name]