

Use this template to help you write your letter or email: Remember to get an adult to check it before you send it.

(Employers name)
(Employers address)
(Postcode)

(Your name)
(Your full address)

(Date)

Dear Sir/Madam (or Dear + name),

I am a year 10 student at St Bede's Catholic College, studying GCSEs in

I would like to enquire about the possibility of a work experience placement at *(company/organisation name)* for one week from Monday (insert date) to Friday (insert date).

I am keen to gain work experience in *(name of company)*, because *(reason you would like a placement with this specific company and field)*.

In my spare time, I like to *(list relevant hobbies and interests)*, I have also had some experience in/am a member of *(list any groups/clubs/other work experience)*.

I am.... *(list some of your personal skills and qualities e.g. friendly, reliable, hardworking, quick learner, enjoy meeting people, I have a keen interest in....)*

Employer's liability insurance and a risk assessment would be required for the placement.

Thank you for considering my application and I look forward to hearing from you.

Yours faithfully, (Yours sincerely if you have started with Dear + name)

(Your name)