

Sample letter for work experience application
Use only as a guide and include anything else
that is relevant to you/the work experience you
are applying for.

Student Address

1 any road
any town
any county
postcode

Date (today's)

Company Address

1 any road
any town
any county
postcode

Dear (name of the person you are applying to)

(If you don't know the name, telephone the company and ask for the name of the Personnel Officer or address it to the Personnel Officer)

I am writing to enquire about the possibility of a work experience placement with your company.

I am, at the moment in Year 10/12 at Campion School and my tutor group are due to go out on work experience from..... Work experience is normally for one week, Monday to Friday, and I would be expected to follow your working hours.

I would like to do my work experience at your company because I am interested in and think that I could learn a lot from you. I hope to.....when I leave school.

I have been doing a Saturday job for and says that he thinks I would be able to work well in this sort of employment. My hobbies and interests are ***(and/or try to include anything else that shows that you are Interested and would be suitable for this placement, this could be because you are willing and eager to learn, well organised, good with figures etc. Remember you are trying to convince the employer to offer you a work experience placement.)***

I would be very grateful if you could consider me for a placement.

My email address is

You can contact the Work Experience Coordinator at Campion School, Mr. Wilson if you would like any further information on 01926 74329 or michaelw4@campion.warwickshire.sch.uk

I look forward to hearing from you.

Yours sincerely

Student name
Tutor group