# Student Address

***Student Name***

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.

*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 at 01926 74329 or [michaelw4@campion.warwickshire.sch.uk](mailto:michaelw4@campion.warwickshire.sch.uk)

I look forward to hearing from you. Yours sincerely

Student name Tutor group