



Draft Work Experience Letter

Your Address
In line
Down the page
Post Code
Date in Full

Name of Person
Name of Firm
Address
Address
Post Code

Dear (Name of person, if known otherwise Sir / Madam)

Request for Work Experience

24th – 28th June 2019

My name is and I am a year 10 student at Newent Community School and Sixth Form Centre.

I am writing to ask whether you would consider offering me a work experience at your(school / business) for the above week.

I am years old and my interests include (your interests) I also enjoy(state some are of interest related to this particular job) and I think this would be a good placement because

If it is possible for me to undertake my work experience with you, I would be pleased to attend an interview, if necessary, at a mutually convenient time to discuss details of the placement and the signing of any official paperwork. I am available for interview after 4.00 pm on school days or on Saturdays if convenient.

I enclose a stamped addressed envelope and I look forward to your reply. Thank you for your time in considering this request.

Yours sincerely (if you know the person's name) faithfully (if you have used Sir / Madam)

Signature

Printed Name