

Your name
Full address
Postcode

The employer's name **(if known)**

Company name

Full address

Postcode

Date

Dear Person's name or Sir/Madam,

I am writing to ask if I could spend my Work Experience Placement with your company/ at you school/ with your practice **(fill in as appropriate)** the week beginning the 15th July 2019.

I am currently in Year 10 at Uffculme School and will be ... years by the time of the placement. During Year 10 and 11 I will be studying the following subjects
(list all your subjects).

I would like to work at your company/ in your shop/ in your school **(fill in what is appropriate for your placement)** because **(explain why and make it interesting. You don't have to say it is what you want to do after you finish school but explain that as you don't know what you want you felt this would be an interesting experience).**

I have **(list any experience that you may have e.g. had a paper round for a year, babysit for friends/family, have a part time job in a local shop... ignore this paragraph if it doesn't apply).**

I am **(list some of your personal skills and qualities e.g. friendly, reliable, hard working, enjoy meeting people etc.).** My personal interests are**(list the ones that may help your application such as sport clubs and music lesson as they show commitment and the ability to get on with people over a period of time).**

I look forward to hearing from you.

Yours sincerely

(You signature)

Print your name