

Sample letter for work experience

Your name
Full Address
Postcode

The Employers name
Full Address
Postcode

Date

Dear Persons name or Sir/Madam

I would like to apply about the possibility of a work experience placement with your company during the weeks (insert the dates).

I am a Transition Year student at Portmarnock Community School.

I would like to work (at your company / in a shop / in your school, you fill in what is appropriate for your placement) because..... (make it sound how interested you are)

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.....)

I am (list some of your personal skills and qualities e.g. friendly, reliable, hard working, enjoy meeting people etc) My personal interests are.....(write any down that may help with your application

I look forward to hearing from you in the very near future.

Yours sincerely
(Sign your letter)
Print your name