

*Your Full Address*  
*Postcode*

*The Employer's name*  
*Full Address*  
*Postcode*

*Date*

*Dear Person's name or Sir/Madam*

I would like to enquire about the possibility of a work experience placement with your company between Monday 1<sup>st</sup> September and Friday 12<sup>th</sup> September 2014

I am a student at The Henry Beaufort School, Winchester and when the work experience starts I will be (age). I am studying (*list subjects and whether GCSE, BTEC, OCR Nationals*)

I would like to work (*at your company / in your 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

Yours sincerely (*if you're writing to a named person*) / Yours faithfully (*if you started Sir/Madam*)

(*Sign your letter*)

*Print your name*