Your Name

Full Address

Postcode

Date

The Employers Name

Full Address

Postcode

Dear (***Persons name or Sir/Madam)***

I would like to enquire about the possibility of a work experience placement with your \*company/organisation (\*delete as appropriate) during the week 22nd – 26th June 2015.

I am (***age***) and a student at Sandhurst School Sixth Form, studying (***qualification e.g A Levels***) in (***list all***).

With a keen interest in (***sector e.g Law***) I would particularly like to work at (***company/organisation name***) because (***identify three key points – you should try to relate to your studies & future aspirations and show that you have an understanding of the business***)

In addition to my qualifications, I have (***list any significant experience that you may have e.g. part-time work, fundraising events, computer literate, public speaking; especially, where it directly links the skills gained with the type of work you are applying for; communication, organisation, leadership skills***). I also enjoy/am involved in (***list any activities***) outside of school.

I believe I am (***list some of your personal skills and qualities e.g. reliable, flexible, enjoy meeting people, like new challenges***) and would welcome the opportunity to be part of your team.

I have enclosed my CV for your reference.

I look forward to hearing from you.

Yours sincerely (***Yours faithfully – if you do not know the persons name***)

(***Sign your letter***)

Print your name