

Draft work experience letter.

your address.

In line.

Down the page.

Post code.

Name of person.

Name of firm.

Address.

Address.

Post code.

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

Request for work experience.

22nd June to 26th June.

My name is.... And I am a year 10 student at Brownhills Ormiston Academy.

I am writing to ask whether you could consider. Offering me a work experience at your... (School / business) For the above week.

I am... years old and my interests includes... (your interests.) I also enjoy... (state some. Areas 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 dot PM on school days or on Saturdays if convenient.

Thank you. For your time in considering this request and I look forward to your reply.

Yours sincerely. (If you know the person's name)

Yours faithfully. (If you have used Sir/Madam)