

Template letter to an employer requesting a work experience placement

Your name

Home address 1

Home address 2

Postcode

Contact name (HR Manager, Recruitment Manager or Manager)

Company Address line 1

Company Address line 2

Postcode

Dear Name or Sir/Madam,

I am a student from [School name]. I will be completing my work experience from [start date] to [end date] and have chosen to find my own placement. I am hoping that you are able to offer me a placement within your company/organisation.

The reason why I would like to complete my placement at (company name) is

(Explain why you have chosen to write to them e.g. I am interested in finding out more about..... or I would like to gain experience in.....)

You can also use this section to show what you know about the company: At school I am studying.... Or my hobbies and interests are.....

(Tell the company a bit about yourself; include any responsibilities that you have, both in and out of school)

I look forward to hearing from you.

Yours faithfully or Yours sincerely (if you know the persons name)

(sign here)

Your name

Don't forget: Presentation is very important, Double check you spellings especially, Things that don't show up on spell, Check e.g. names and addresses, Get someone to check your letter before you send it