

EXAMPLE

1111 Water Orton Road
Castle Bromwich
Birmingham
B36 9HF

1 September 2016

07999 999 999

joebloggs@anyemail.com

Mr J Smith
2222 Water Orton Road
Castle Bromwich
Birmingham
B36 9HF

Dear Mr Smith

Work Experience

I am *currently a Year 9/Year 10* (use as applicable) pupil at Park Hall Academy and I am writing to enquire whether you would be willing to offer me the opportunity to do Year 10 work experience within your company.

The academy Year 10 work experience programme is from 17th July until 21st July 2017. I would very much like to secure a work placement with you because

If you are able to provide me with a work experience placement, I would be grateful if you could complete and return the enclosed consent form which is required by Park Hall Academy.

Thank you for your consideration.

Yours sincerely

Joe Bloggs

Writing a Work Experience application letter

You could include your contact telephone number and email address here

Your address but not your name

The company name and address (if you know the name of the contact person put that first)

There is no need to use punctuation (ie commas) after each line of the addresses or after Dear ... and Yours faithfully/sincerely

The date

Dear Mr/Mrs/Ms.....

OR

Dear Sir/Madam if you do not know the contacts name

Headings should be bold or underlined. Leave a one line space between each paragraph. Leave a two line space between 'your address' 'date' and 'company name and address'

Heading – **Re Work Experience**

Your first paragraph should state your reason for writing

Example: I am a Year 9/Year 10 pupil at Park Hall Academy and I am writing to enquire whether you would be willing to offer me the opportunity to do work experience with your company

The main part of your letter should give your reasons for wanting to do work experience with this employer

Example: The academy work experience programme is from 17th July until 21st July 2016. I would very much like to secure a work placement with you because I think this will help me find out about different jobs in *engineering/education/mechanics/hairdressing etc* and allow me to experience an adult working environment. I have enclosed copy of my CV.

Closing paragraph

Try to stick to just 2 or 3 paragraphs in your letter

If you are able to provide me with a work experience placement, I would be grateful if you could complete and return the enclosed consent form which is required by Park Hall Academy.

End the letter correctly.

Letters starting **Dear Sir/Madam** end with **Yours faithfully**, those starting with **Dear Mr/Mrs/Ms** end with **Yours sincerely**

Sign the letter and print your name in full underneath