



Use this template to help you write your letter or email. Remember to get an adult to check it before you send it.

[Employers name]

[Your name]

[Employers address]

[Your address]

[Postcode]

[Your postcode]

(Date)

Dear Sir/Madam (or Dear + name),

I am a year 10 pupil at King Edward VI Balaam Wood Academy studying GCSE's in.....

I would like to enquire about the possibility of a work experience placement at **(company/organisation name)** for one week from Monday 1st July 2024 to Friday 5th July 2024.

I am keen to gain work experience in **(name of company)**, because **(reason you would like a placement with this specific company)**.

In my spare time, I like to **(list relevant hobbies and interests)**, I have also had some experience in/am a member of **(list any groups/clubs/other work experience)**.

I am... **(list some of your personal skills and qualities e.g. friendly, reliable, hardworking, enjoy meeting new people)**. I have a keen interest in.....

Employers liability insurance and a risk assessment would be required for the placement and should you require any further information the details for my work experience co-ordinator is as follows:

Work Experience Co-Ordinator

Miss Y Duckworth

Telephone Number

0121 464 9901

Email address

careers@bwa.kevibham.org

y.duckworth@bwa.kevibham.org

Thank you for considering my application, and I look forward to hearing from you.

Yours faithfully, (Yours sincerely if you have started with Dear +name)

Your name