

Work Experience Letter Template

Your name

Address

Email Address

Date

Employer's Name

Employer's Full Address

Dear Sir/Madam (or name)

I am a Year 10 student at The Chalfonts Community College. I am studying (list your subjects).

I would like to please enquire about a potential work experience placement at (insert company name) which I will be available to carry out between the 4th and 8th of July 2022.

I am keen on gaining some practical work experience in (chosen field) because (reasoning for pursuing a placement at this specific company).

The skills I possess are (list a few skills maybe 3-5 and maybe demonstrate one of your skills with an example).

In my spare time I like to (maybe list hobbies and interests).

As an enthusiastic student with a keen interest in your organisation and a passion to progress in this industry, I would be grateful to be considered for work experience.

I look forward to hearing from you soon.

Yours (sincerely/faithfully)

(Your name)