Sample letter / e-mail for application for work experience

‘Cut and paste’ this text as a template for your application for work experience. Feel free to adapt as you see fit. Make it clear you are a Yr 10 student. Explain that you are studying for your GCSE’s & give details of the type of work that you are interested in (e.g. IT, marketing, administration, engineering, etc.) and your career interests.

(Address of business) Dear (TITLE + NAME),

**Work Experience Placement 3rd July – 7th July 2023**

(Your address)

(Date)

I am a 14/15 year old student at Beacon Lights School in Halifax, West Yorkshire, an independent all-through school. I am studying for my GCSE’s in (SUBJECT, SUBJECT, SUBJECT, SUBJECT). I have a great interest in (SUBJECT / CAREER) and am considering it as my chosen career path and would really benefit from some practical experience in this field.

I would very much appreciate it if you would consider whether your company would be able to offer me a suitable placement during the week above as it would give me the opportunity to find out what this field of work is really like and what it involves. From that week I hope to gain enough insight to tell me if the (SPECIFIC JOB AREA / DESCRIPTION) is the path I really want to follow.

(Mention personal interests / previous work experience / responsibilities as appropriate)

If you have any queries please contact me either at the above address, e-mail: (EMAIL ADDRESS) or tel: (YOUR HOME NUMBER) / (YOUR MOBILE

NUMBER). Alternatively, please email Dr N Nahouza at my school at careers@beaconschools.org.uk who is co-ordinating my placement.

Thanking you in anticipation,

Yours sincerely (YOUR SIGNATURE) (NAME)