Work Experience Letter – You will need to change any red writing to be relevant to you, remember to talk about your interests and the subjects you study.

*Your Address*

*Company Full Address*

*Date*

Dear Sir/Madam

Work Experience Placement between *Start Date* and *End Date*

I am a student at Sutton Community Academy. I am writing to you to request consideration for a work placement during the above dates. I feel a placement with you would be of real value to me and perhaps beneficial to you as well. The reason I would like to come for the above two weeks is because *Reasons you would like to do work experience at the company*

I will begin studying my GCSE’s in September 2018, the subject I am most looking forward to studying is *subject and reasons why*. I am *a hardworking student, I have a good record of attendance at school with good reports of behaviour,* and I feel that a placement with your company could also be good for my future career.

If you require any more information that isn’t in this letter please do not hesitate to contact me on; *telephone number* or by email at; *email address*

Please find enclosed a copy of my CV for your consideration.

Thank you.

Yours sincerely,

*Sign here*

*Name*