

Your address line 1

Your address line 2

Your address line 3

Postcode

Telephone number

Today's date

Dear Sir/ madam (or the name of the person if you know it),

I am writing to you as I am interested in completing a work experience placement at (put the name of the company here). My name is and I am currently a 6th Form Student at Tor Bridge High. I am studying a work related qualification in at level and I am very keen to take the opportunity to expand the skills and knowledge that I am covering in this course beyond the classroom environment.

I am a hardworking and dedicated student who is well organised and punctual. I have good communication skills (give an example) and I am able to work both independently and as a member of a team (give an example). *(Put any other skills or achievement here that you would like to mention i.e. a member of student voice or a good review from your work experience in year 10, or any voluntary work that you have carried out etc).* I am keen to gain further skills in As I would like a future career as a I am available to carry out a voluntary work experience placement on (put the days of the week which you are available here).

If you would like a character reference one is available from Tor Bridge High please contact Mrs Flaxton or Mrs Scoble on 01752 207860. I look forward to hearing from you, thank you for taking the time to consider me for a work experience placement.

Yours sincerely

Put your signature here and print your name below

If you are starting your letter with Dear Sir / Madam end the letter with 'yours faithfully'

If you are starting your letter with the name of the person then end the letter with 'yours sincerely'