

Please adapt the wording in red on the template to your own skills/interests and the work experience you are interested in, you can also use the wording to send an email. Ask an adult to check before sending.

[Your name]

[Address]

[Postcode]

[Date]

[Employer's name]

[Full address]

[Postcode]

Dear Sir/Madam [or name],

I am a [year group] student from [school name], studying [list of subjects].

I would like to enquire about a potential work experience placement at [company name], which I will be available to carry out for [amount of time] from [start date] to [end date].

I am keen to gain some practical work experience in [add chosen field of work], because [add reasoning for pursuing a placement with this specific company and field].

I am a [relevant skills and attributes], which can be shown in my [real-life examples that demonstrate your skills].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic/motivated/organised etc student with a keen interest in your organisation, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you.

Yours [faithfully if using Dear Sir/Madam, sincerely if using name]

[Your name]