Work experience letter template

[Your name]

[Your address]

[Your postcode]

Space these addresses diagonally

[Date]

[Employer’s name]

[Their full address]

[Their postcode]

Dear Sir/Madam [or name],

I am a Year 10 student from The Queen Elizabeth’s Academy in Mansfield, Nottinghamshire studying [insert option subjects] in addition to my core subjects of English, Maths, French and Science. I would like to enquire about a potential Work Experience placement at [company name], which I will be available to carry out for one week from Monday 10th June, 2019.

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

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 student with a keen interest in [name career area], I would be very grateful to be considered for an opportunity at [company name]. To that end, I would be most grateful if you would complete the enclosed form and return it to me at your earliest convenience.

I look forward to hearing from you soon.

Yours [sincerely/faithfully,]

[Your name - sign]

[Your name - print].

Work experience email template

Dear Sir/Madam [or name],

I am a Year 10 student from The Queen Elizabeth’s Academy in Mansfield, Nottinghamshire studying [insert option subjects] in addition to my core subjects of English, Maths and Science. I would like to enquire about a potential Work Experience placement at [company name], which I will be available to carry out for one week from Monday 10th June, 2019.

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

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 student with a keen interest in [name career area], I would be very grateful to be considered for an opportunity at [company name]. To that end, I would be most grateful if you would complete the enclosed form and return it to me [insert home address] at your earliest convenience.

I look forward to hearing from you soon.

Yours [sincerely/faithfully,]

[Your name - print].