Work Experience Letter/Email Template

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

[Your name]

[Address]

[Postcode] [Date]

[Employer’s name]

[Full address]

[Postcode]

Dear Sir/Madam [or name]

I am a year 10 pupil from Hardenhuish School. 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 15th July 2024.

I am keen on gaining some 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 pupil with a keen interest in [name career area], I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your name]