Work experience enquiry

[Your name]

[Address]

[Postcode]

[Date]

Dear Sir/Madam

I am a Year 10 student from Admiral Lord Nelson School in Dundas Lane, Portsmouth.

I’d like to enquire about a potential work experience placement within your company, which I will be available to carry out for either one or two weeks from the 3rd to the 14th of July 2023.

I’m keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

I’m 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 student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours sincerely,

[Your name]