

WORK EXPERIENCE REQUEST LETTER

EXAMPLE

Your Name and address

David Taylor
10 George Street
Midland WA 6056

Date written alphanumerically

31st August 2009

Employer Name, position title, company name, and address

Ms Jane Simpson
Manager
Redtown Designs
2 Midland Square
Midland WA 6056

You need to phone the employer to make sure that work experience is something they may consider and to ensure you send the letter to the right person. Check the spelling of the person's name.

Enter you greeting

Dear Ms Simpson

Clearly state the intention of your letter.

RE: Request for Work Experience – Graphic Design

Mention your phone call

In regards to our phone conversation yesterday, I am writing to you in the hope that you may be able to assist me with a work experience opportunity with Redtown Designs.

This creates a connection between you and the employer and reminds them of your initiative.

Why are you seeking work experience?

I am currently studying the Diploma of Graphic Design at Central TAFE and whilst I am thoroughly enjoying my studies, I am also keen to gain some practical, industry experience to complement my learning. I am particularly keen to further my skills and experience in the use of programs such InDesign, Illustrator and Photoshop.

Mention specific skills or areas/tasks you are interested in.

Research the Employer

Throughout my studies I have completed a number of projects that involved producing pamphlets and posters for real life clients such as Ickytak Clothing Co and Swanson on Swan Wines. This has allowed me to develop an appreciation of industry requirements such as the ability to meet deadlines, and the importance of understanding and interpreting the client brief. I am aware that Redtown Designs has been responsible for producing the advertising and marketing materials for a number of high profile clients and has recently won the local ABC Design Award for Excellence for your work with Link Property Developers. I am certain that I could learn many important tips and skills from your designers and I would be happy to provide assistance on any project or design area that you could offer.

This makes the employer feel special. It also emphasises your enthusiasm for what they do. Mention how your skills, traits, experience, and attitude can benefit the employer.

Availability & Insurance

Ideally, I would like to organise full time work experience for two weeks during the TAFE holiday period from the 28th Sept – 8th Oct. I am also able to do occasional weekend and evening work to accommodate meetings and events.

Be specific about your available dates and whether or not you are flexible. This allows the employer to decide if they can accommodate you.

The insurance reassures them you are not a liability.

I must emphasise that I am not looking for paid work at this time. Central TAFE can provide full accident insurance cover during my placement at no cost to you.

You contact them!

I will contact you in a few days time to discuss my request further, alternatively you can phone me anytime on my mobile on 0662 144 789. I would also be happy to show you a portfolio of my course work.

Closing

Yours Sincerely

Sign your name

David Taylor

Print your name

David Taylor