SAMPLE LETTER REQUESTING A
WORK EXPERIENCE PLACEMENT

[Your Name]
[Street Address]
[City, State, Postcode]

April 10, 2008

[Contact Person]
[Title/Position]
[Company Name]
[Street Address]
[**City, ST ZIP Code**]

Dear [Contact Person eg Mr Smith] or Dear Sir/Madam

I am a Year 10/11 student at [insert school] and I am writing to enquire if your company would be able to offer me a work experience placement. I would like the opportunity of working in the _____ industry and finding out about the types of work available.

OR

I have researched the work of a _____ and would like to learn more about this career from people already working in the area.
The work experience dates are: _____

Currently I am (*say something interesting about yourself)*

Thank you for taking the time to consider my request for Work Experience. I will telephone in a week's time to find out if you are able to offer me a placement.

Yours faithfully (if Dear Sir/Madam)

Yours sincerely,

Sign your name
Print your name underneath your signature