

Work Experience Letter

You have decided to arrange some extra work experience during the holidays.

Choose a suitable organisation and write a letter asking if you could have a holiday work experience placement with them. Make sure that the organisation relates to your main area of learning.

You should make sure that you:

- introduce yourself
- explain why you would like a work experience placement
- say which school you attend and which course(s) you are following which are relevant to the work experience placement
- say which dates you are considering
- include all the standard features of a letter

Make sure that you put your name, centre number and candidate number in the footer.

Be sure to check your work carefully before and after printing.