Sample letter / e-mail for application for work experience

'Cut and paste' this text as a template for your application for work experience. Feel free to adapt as you see fit. Make it clear you are a Yr 10 student. Explain that you are studying for your GCSE's & give details of the type of work that you are interested in (e.g. IT, marketing, administration, engineering, etc.) and your career interests.

(Your address)
(Date)

(Address of business)

Dear (TITLE + NAME),

Work Experience Placement 5th June – 16th June 2017

I am a 14/15 year old student at the Anglo European School in Ingatestone, Essex, a comprehensive school that has an international emphasis. I am studying for my GCSE's in (SUBJECT, SUBJECT, SUBJECT, SUBJECT). I have a great interest in (SUBJECT / CAREER) and am considering it as my chosen career path and would really benefit from some practical experience in this field.

I would very much appreciate it if you would consider whether your company would be able to offer me a suitable placement during the 2 weeks above as it would give me the opportunity to find out what this field of work is really like and what it involves. From the 2 weeks I hope to gain enough insight to tell me if the (SPECIFIC JOB AREA / DESCRIPTION) is the path I really want to follow.

(Mention personal interests / previous work experience / responsibilities as appropriate)

If you have any queries please contact me either at the above address, e-mail: (EMAIL ADDRESS) or tel: (YOUR HOME NUMBER) / (YOUR MOBILE NUMBER). Alternatively, please email Mrs A Ratteray at my school at yr10workexp@aesessex.co.uk who is co-ordinating my placement.

Thanking you in anticipation,

Yours sincerely

(YOUR SIGNATURE)

(NAME)