

## Template letter to an employer requesting a work experience placement

Your name  
Home address 1  
Home address 2  
Postcode

Contact name (HR Manager, Recruitment Manager or Manager)  
Company Address line 1  
Company Address line 2  
Postcode

Dear Name or Sir/Madam,

I am a student from Northampton School for Girls. I am interested in applying for work experience from [start date] to [end date] and have chosen to find my own placement. I am hoping that you are able to offer me a placement within your company/organisation as it is one that comes with such a good reputation.

The reason why I would like to complete my placement at (company name) is (Explain why you have chosen to write to them e.g. I am interested in finding out more about..... or I would like to gain experience in..... )

You can also use this section to show what you know about the company: At school I am studying.... Or my hobbies and interests are.....

(Tell the company a bit about yourself; include any responsibilities that you have, both in and out of school)

I look forward to hearing from you.

Yours faithfully or Yours sincerely (if you know the person's name)

*(sign here)*

Your name

### Don't forget:

- Presentation is very important
- Double check your spellings especially things that don't show up on spell check e.g. names and addresses
- Get someone to check your letter before you send it