

**COMPANY CONTACT**

**COMPANY NAME & ADDRESS for example**

Mr Jones Managing Director  
Engineering Company  
Flower Way  
Dartford  
Kent  
DA1 7DD

**YOUR NAME**

**YOUR ADDRESS for example:**

Jim Smith  
100 Blue Street  
Dartford  
Kent  
DA2 6GH

*Today's date* 1<sup>st</sup> March 2020

**Dear Sir or Madam**, (If you do not know the person you are writing to) or **Dear Mr Jones**, (If you know the name, use the title (Mrs, Mrs, Ms, Dr, etc.) and the surname only. If you are writing to a woman and do not know her title, you can use Ms

RE: Work Experience Request Monday 13<sup>th</sup> July to Friday 17<sup>th</sup> July 2020

**Opening Paragraph**

Introduce yourself briefly and give your reason for writing. Let them know of the kind of placement you are seeking e.g. I am a Year 10 student at student at Wilmington Grammar School for Boys, Dartford, studying GCSEs. I want to eventually have a career in XXX, and I am currently looking to develop my knowledge and experience by undertaking work experience in a relevant setting. I would be happy to be in an environment where I could be fully involved or where I could help with routine tasks and work shadow staff which would give you me insight into the work being carried out.

**Paragraph 2**

You could show why their company in particular interests you, and note any further details that might make them interested in offering a work placement to you e.g.

I am involved in a range of events supporting other students and have an interest in mentoring.  
I also play football for the school etc.

**Closing Paragraph**

Thank them, explain your availability for work experience.

I would very much appreciate any experience that you can provide. I am available for a work experience placement from Monday 13<sup>th</sup> July to Friday 17<sup>th</sup> July 2020. If you have any questions about the work experience scheme please contact the school's Careers Leader Mrs T Walker [TWalker@wgsb.co.uk](mailto:TWalker@wgsb.co.uk)

I look forward to hearing from you.

**Yours faithfully** (if you do not know the name of the person, end the letter this way)

**Yours sincerely** (if you know the name of the person, end the letter this way)

**Your signature**

(Sign your name, then print it underneath the signature)