Work Experience Letter Template

[Your name]

[Address]

[Postcode]

[Email Address]

[Mobile No]

[Date]

[Employer’s Name]

[Full Address]

[Postcode]

Dear Sir/madam [or name]

I am [Year group] student from [school/college name], studying [list of subjects]

I’d like to enquire about a potential work experience placement at [company’s name]. I’m keen on gaining some practical work experience in [chosen field of work] because [reasoning for pursuing a placement with this particular company and field].

I’m a [relevant skills and attributes], which can be shown in my [real-life examples that demonstrate your skills].

In my spare time I like to [list relevant hobbies and interests] and I’ve also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within the industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your Name]