

LETTER REQUESTING WORK EXPERIENCE

Write your address and

telephone number here

Write the company address here

*Today's Date: ***** 2022*

Dear Mr/Mrs etc..... (*Employer's name – find out who to write to*)

Request for Work Experience Placement 2023

I am a student at Trinity Academy in Year 10. As part of our Careers programme we are expected to complete a Work Experience placement between 10th ~ 14th July 2023. I am writing to ask if you would consider offering me a work experience placement.

I am interested in your company because.....

Reasons might be –

- *regular visitor*
- *like/am interested in the products or services sold or offered,*
- *am interested in this line of work as a possible future career*
- *enjoy working with client group – children, animals, special needs etc*

At school I enjoy (*state subjects you enjoy*). I also am involved in

State projects or activities you are involved in, for example:

- *Practical trades/engineering - Building things, taking things apart, working out how things should go together*
- *Working with young people/sports - Babysitting, younger siblings, volunteering to help in Brownies, play schemes, sports coaching*
- *Animals – care of own pet, responsibilities and interests*
- *Office/business placements - Organisation, planning, filing, use of computer*
- *Catering/hotels/shop work – volunteering for school clubs and activities, happy to work with the public, enjoy helping people*

I would be very happy to discuss a possible placement. Please could you call me at home on (*your home telephone number*) after school hours or email me at (*your email address*). If you have any questions about the Work Experience programme please contact Mrs Duncan, WEX Coordinator, at trinityworkexperience@trinityacademybristol.org. Thank you for your time and I look forward to hearing from you soon.

Yours sincerely

Sign and write your full name below your signature