**EXAMPLE LETTER OF APPLICATION FOR A WORK EXPERIENCE PLACEMENT**

Your name

Address

Postcode

Telephone/mobile no

Email address

(Insert date)

(Insert the name and address of the company you are writing to here)

Dear Sir/Madam (or name of person if known)

**Request for Work Experience Placement**

I am a student in Year 10 at Bourne Community College. As part of my vocational educational programme I shall spend on a week of work experience.

I am 14/15 (Insert your age) years old and I am interested in an occupation dealing with (describe the type of work you are interested in and say what you can offer the Company. Make sure you have done some research into the Company and what it does!).

I am contacting you to ask if it is possible for me to carry out my period of Work Experience

with your company. I would be able to arrange my own transport and am really looking forward to making a positive contribution to the workplace. In order to comply with my School’s health and safety policy, your organisation will need to have Employer’s and Public Liability Insurance in place at the time of my Work Experience. You will be visited by Mrs Bell from Bourne Community College, or Chichester College if you are within catchment area as they carry out the health and safety visits on behalf of the local schools.

I would be able to attend for an interview if needed beforehand. I also enclose a stamped self-addressed envelope for your reply.

Thank you for considering my request and I look forward to hearing from you soon.

Yours sincerely (if you know the name of the person) or Yours faithfully (if Sir/Madam)

(Signature)

(Your printed name)

Enc.