

Sample letter / e-mail for application for work experience



'Cut and paste' this text as a template for your application for work experience. Feel free to adapt this. Make it clear you are a Y12 student. Post-16 work experience will often be treated differently to pre-16 work experience. Explain that you are an A level student, give details of the subjects that you are studying, the type of work that you are interested in (e.g. IT, marketing, administration, engineering, etc.) and your career interests.

(Address of business)

(Your address)
(Date)

Dear (TITLE + NAME),

Work Experience,

I am a ____ year old student at Barnwell School, Stevenage currently studying 'A' levels in (SUBJECT, SUBJECT, SUBJECT, SUBJECT). I am particularly interested in pursuing a career in (SUBJECT / CAREER) and I am presently researching university courses offered in the field.

As part of my Post 16 studies, I am required to complete a week long work experience placement which is intended to provide a deeper insight into the field of _____ and to cement my decision to pursue a career in this area.

I would very much appreciate it if you would consider whether your company / institution would be able to offer me a suitable placement during the week of (DATE).

(Mention personal interests / previous work experiences / responsibilities as appropriate)

Thank you, in advance, for considering my request. I would be delighted to expand upon any of the aforementioned points in an interview situation. If you have any additional queries please do not hesitate to contact me at the above address, e-mail: (EMAIL ADDRESS) or telephone number (YOUR HOME NUMBER) / (YOUR MOBILE NUMBER)

Yours sincerely

(YOUR SIGNATURE)

(NAME)