Hello. Can you help me please?

My name is…….and I am a pupil at Sandhill View Academy

I would like to speak to (name of person if known) or the person who is responsible for work experience.

I would like to enquire about the possibility of completing my work experience with your company/organisation/school. The dates of my work experience are Monday 26th – Thursday 29th March 2018

**GIVE THEM CHANCE TO SPEAK!!**

I would like to spend my work experience with your company/organisation/school because:

* I am really interested in engineering/accountancy/law/childcare/retail etc
* in the future I would like a career in engineering/accountancy/law/childcare/retail etc)
* I enjoy doing practical work/working with children (etc
* I would like to extend my learning in (name of subject)

**GIVE THEM CHANCE TO SPEAK!!**

I am 15 years old and currently studying for my GCSEs in (names of subjects).

**GIVE THEM CHANCE TO SPEAK!!**

I am responsible/punctual/reliable/trustworthy /polite etc

I can send or email /fax you a copy of my work experience form. Could you give me your email address or your fax number?

If you require any further information, please contact Mrs. Akien at Sandhill View Academy (Tel : 0191 594 9990)

Thank you very much.

Goodbye.