Your full address

Sunderland

Tyne and Wear

Your full postcode

Tel no: (put landline and mobile)

Your email:

Date:

Name of person to whom you are writing if known. (If not known, don’t include this)

Name of company/organisation/school

Their full address

Dear Sir/Madam,(or name if you know it)

I would like to enquire about the possibility of completing my work experience with your company/organisation/school on Monday afternoons from 4th November 2019 until 22 June 2020.

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

I would like to extend my learning in (name of subject)

I am currently studying for my GCSEs in (names of subjects). My favourite subjects are ……………..

In my spare time I (list 2 or 3 interests e.g. football/dance/sport/music/reading/ etc).

I am (list skills and qualities)

I have enclosed/attached a copy of my work experience form. Should you require any further information, please contact Mr Wareham at Sandhill View Academy (Tel : 0191 594 9992)

I look forward to hearing from you.

Your sincerely (if you know the name of the person)

Yours faithfully (if you have written Dear Sir/Madam)

Your signature (don’t make it too “flowery”)

**(PRINT YOUR NAME NEATLY UNDERNEATH YOUR SIGNATURE)**