Dear Sir/Madam,

I am a Year 10 student at Sandhill View Academy and as part of our careers education we will be taking part in work experience on Monday afternoons from 4th November 2019 until 22nd June 2020.

I am very interested in gaining some experience with your company/organisation because I would like to work in (law/retail/etc). I am a hardworking, sensible young person and I feel that working alongside your team would be really beneficial.

I look forward to hearing from you.

Yours faithfully,

Full name