

Example application letter for Work Experience

Your Name
Address
Telephone Number

Reference: Work Experience 2020

Date: Put today's date

Mr K Stone
Hele's School
Seymour Road
Plympton
Plymouth
PL7 4LT

Dear Mr Stone

I am writing to enquire as to whether it would be possible for me to take part in Work Experience in July 2020.

I would like to be considered because: *(write why you want to do work experience, the area/career you are looking at and why you feel you should be allowed to take part).*

I very much hope you will consider my application and I look forward to hearing from you.

Yours sincerely

Your Signature (make sure you sign the letter)

Print your name and add your Tutor Group

Essential: Make sure you have checked your letter for spelling and grammar