

SAMPLE LETTER OF APPLICATION FOR WORK EXPERIENCE PLACEMENT

My address

Manager
Best Company Ltd
Business Street
Megabucks Town
IG1 7NX

11 November 2008

Dear Sir/Madam,

RE : Work Experience placement at Best Company Ltd

As part of my education experience at Beal High School I will be undertaking a two-week period of Work Experience from 22nd June until 3rd July 2009. I am very interested in sport and fitness and I would like my placement to be in a fitness club such as yours. I have friends and family who are members of your club and they have told me of the professional way it is run and the superb quality of the activities that you offer.

Apart from my compulsory GCSEs in English, Maths and Science, I am also studying GCSEs in PE, Media Studies, French and Economics. I also attend ICT lunchtime clubs to support my work in other subjects. I have supported our school musicals by helping with media production for the last 2 years.

Eventually I would like to be employed in the Leisure and Tourism field and I feel that I would have much to gain from a placement with you. I am a keen sportsman and currently play for the school football and basketball teams. I am also a member of the U16s Redbridge Rugby Club and will tour France with them in the summer. To relax I like to read John Grisham novels, as I find them gripping and exciting.

Please could you let me know if you are able to offer me a placement by 30th November 2008. If you have any questions or would like further information please do not hesitate to contact me. I can be contacted at home after 4pm on 020 8123 4567 or on my mobile on 07123 456 789. Thank you for your consideration and I look forward to hearing from you.

Yours faithfully,

ZANE PARMAR

NB If you know the name of the manager, write 'Dear Mr/Ms X' as your salutation and end the letter with 'Yours sincerely', instead of 'Yours faithfully'.