

Sample Cover letter for work experience

Use only as a guide and include anything else that is relevant to you or the work experience you are applying to do.

Date

Student Address
Postcode
Telephone/Mobile
Your email

Name of Employer
Full Address
Postcode

Dear [insert name]

I am writing to enquire about the possibility of a work experience placement with your company. I am currently a student in year 12 at Diss High School (6th Form) and have been given the opportunity to organise my work experience placement for one week, commencing Monday 9th July 2018.

I would like to do my work experience in your company because of my interest in ***(please include your career interest)*** and feel I would benefit greatly from this experience ***(Include how you think the company could help you)***.

I have ***(list any experience you may have e.g. part time jobs and the experience you have gained as well as positive feedback from your employer about your ability to work in that sort of employment)***.

Thank you in advance for taking the time to consider my application. I look forward to hearing from you.

Yours sincerely

Sign your letter
Print your Name