

Work experience letter template

[Your name]

[Address]

[Phone]

[email]

[Date]

[Employer's name]

[Full address]

[Postcode]

Dear Sir/Madam [or name],

I am a year [level] student from Willunga High School. I would like to enquire about a potential work experience placement at [company name], which I will be available to carry out for one week from [Day, date, month, year].

I am keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/ am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in [name career area], I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours sincerely,

[Your name]