

**AN EXAMPLE OF A LETTER OR WORDING FOR AN EMAIL THAT YOU CAN SEND TO EMPLOYERS**

Your full name  
Your full address  
phone number (optional)

Date

Name of employer  
Address of employer

Dear Sir/Madam

**Re: Work Experience**

I am currently in Year 10 at King's Oak Academy, Kingswood Bristol and I am looking for a placement for my Work Experience next year. The dates are from 29<sup>th</sup> June – 2<sup>nd</sup> July 2020 and I would be grateful for the opportunity to work with you for the four days.

I have good written and oral communication skills. I have been able to develop these skills at school in the preparation of coursework and presentations.

I am a good team player, because ..... (sports, group activities, enterprise etc)

At School I have helped with.....(parents evenings, mentoring etc)

If you wish to interview me, please do not hesitate to contact me. I look forward to hearing from you soon.

Thank you in anticipation.

Yours faithfully

Sign (in blue or black ink)

Type your full name