

The address of the Company or business you are writing to should be here in this format

Company Name
Office Number and Road
Town
County
POSTCODE

Your House Number and Road
Your Town
Your County
Your POSTCODE
Your Telephone Number

Your address goes on this side of the letter with your phone number

Or the name of the person i.e. Dear Mr Smith

The Date

Dear Sir

Say who you are and what you are looking for....add the age you will be during your Work Experience, in years and months.

RE: WORK Experience 2019

I am a student at Beths Grammar school and I am writing to enquire whether you would be able to offer me a work experience placement, from Monday 1st July to Friday 12th July 2019, when I will be a Year 10 student aged.....

I am specifically looking for a placement at a veterinary practise as I intend to go to university to study veterinary science and hope to eventually become a vet myself. In support of this, I have a great love of all animals and I have gained a lot of experience in caring for them.

Next state why you have written to their company specifically...Offer any relevant info....

For example, at home I currently have a rabbit, a guinea pig and a cat. In the past I have also owned 2 hamsters. In addition to this, I love horses and like to ride whenever I have the opportunity, I have also gained a lot of experience of feeding and caring for lambs, sheep and cattle on my grandmother's farm.

I would be very grateful if you could let me know if you will be able to offer me a placement by the end of December 2019, as I will need to inform my school by then. If you would prefer for me to attend an interview, I can be available on just about any day after school from 4pm, or at any time on Saturdays.

*Next set a date by which you **MUST** have a reply from them. Companies will need to know you have a deadline of 30th March to find a placement. To show willing and commitment, you could offer to attend a meeting with them, but don't forget to say when this would be possible!*

Thank you for taking the time to read this letter and I look forward to hearing from you soon.

Yours Faithfully

Then sign it off: use yours faithfully if you started Dear Sir or use Yours sincerely if you have started Dear Mr Smith(or any other name)

James Smith

Remember; leave a space so you can sign it personally but also type your name below (in case they cannot read your signature!!)