

SAMPLE WORK EXPERIENCE LETTER

Here are some guidelines for writing letters for your Work Experience placement 2017.

1. Put the **school address** at the **top right-hand side** of the paper: "Mary Webb School and Science College, Bogey Lane, Pontesbury, Shropshire, SY5 0TG".
2. Today's **date** below the address on the **right-hand side**.
3. Below date, but on the left-hand side, put the name and address of the person to whom you are writing.
4. Dear,
5. Start with the following:
 - I am currently a student at Mary Webb School in Pontesbury. I am writing to you to enquire if you would consider accepting me for my Work Experience placement which takes place between Monday 3rd July and Friday 7th July 2017.

New Paragraph:

Give reasons why you selected/chose that company or organisation, ie have a particular interest in that type of work, and I am reliable, hard working, honest, presentable, etc.

For example:

- I have always been interested in the retail business and would possibly like to have a career in the retail environment when I leave school.
- My main interest is computers and I would really appreciate the opportunity to develop my knowledge of them. This is one possible option for my career when I leave school.
- I have always wanted to be involved in farming and I do have a part-time job on my Uncle's farm, but I would really appreciate the opportunity to see other approaches to farm life.

Final Paragraph:

Thank the company for considering your request

For example:

- Many thanks for your time. If you are willing to accept me for my work experience placement, I should appreciate it if you could complete the enclosed slip and return it to Mrs Halliday, Mary Webb School & Science College, Pontesbury, Shrewsbury SY5 0TG.

Yours sincerely, *(if you have named a person in your address, i.e. Dear, Mrs, Anybody)*

Yours faithfully, *(if you are writing to Dear Sir or Madam, i.e. not a named person)*

REMEMBER: YOUR LETTER SHOULD BE NEATLY WRITTEN AND WELL PRESENTED

(either handwritten or word-processed)

Pay particular attention to spelling, punctuation, etc. Give all the details necessary.

If your letter is word-processed, **always** sign your name by hand. You may also type your name underneath your handwritten signature. If you would like your letter to be checked before you send it, please ask your form tutor or Mrs Halliday, work experience coordinator.