

Your house number & Street Name
(5 Walstead Road West)
Town (Walsall)
Postcode (WS5 4PG)

Today's Date (25th January 2018)

Name of Contact Person – Mr Paul Jones
Name of placement - Street Wise Centre
Street Number and Street Name – 13 Darlaston Road
Town - Walsall
Postcode – WS5 4PG

Dear Mr Jones, (Name of Contact Person, no first name, Mr, Mrs, Miss, Ms or Dear Sir or Madam),

I would appreciate the opportunity to find out more about the world of work and I am writing to see if it is possible to carry out my Work Experience at **insert name of place – Street Wise Centre**. This would take place for four days on Monday 15th July – Thursday 18th July 2019.

I am currently a Sixth Form Student at Joseph Leckie Academy and I am aware that it is difficult to secure a placement and am therefore applying early to increase my chances of a successful application.

I am studying **enter your subjects here**. I am really interested in **specify type of work/and a reason why you want to work there** and I hope you will consider my application.

Please could you let me know if any places are available? My Head of Year is Mr Greaves and the Work Experience Co-ordinator is Mr Edge, if you require a reference.

I am able to make a preliminary visit to meet my supervisor and discuss starting arrangements (if required) but would be grateful if this could be arranged any time after 3.05 pm in order to avoid vital lesson time. I would value the opportunity to visit my placement in order to familiarise myself with its location and the people I will be working with.

Thank you for taking the time to read my application and look forward to your reply.

Yours sincerely, (if address to a person or Yours faithfully if Dear Sir or Madam)

Sign your signature here after printing letter off in pen

John Smith - type your name here