Your house number/name
Your street
Town
Cornwall
Your post code

Date you send letter

Name and address of the
Organisation you are writing to.
If you know the name of the
Person you are writing to,
Include this.

Dear Sir/Madam, *(or the name of the person you are writing to)*

I am a year Ten/Twelve student at (*name of your school)* **School. During the week commencing** *(put in the day and date you will start)* **I will be taking part in a week of work experience in order to provide me with an awareness of full time employment.**

My reason for writing to you is that I am very interested in spending this week with *(insert name of organisation).* **My reasons for this choice are that** *(think carefully why you want this placement?… Is it an area of interest to you, is it something you feel you be talented at, or is it just a job you think you are interested in and would like to find out more about? You could also add how working for this organisation would benefit you.)*

My hobbies and interests include… *(try to be specific here…don't just say 'reading' or 'hanging around with friends'. Be specific, try to think about interests which might suit you to this job, for example if it involves meeting people you could emphasise your interpersonal skills.)*

If you are able to offer a work experience placement I would be very grateful if you would complete the online form from Unifrog. I feel sure that time spent with *(insert name of organisation)* **would be extremely beneficial.**

I look forward to hearing from you.

Yours *(sincerely if you are writing to a named person, faithfully if you are addressing your letter 'Dear Sir/Madam,)*

Your name

<u>GENERAL POINTS</u>

- You don't have to word process your letter…some employers actually like to see your handwriting as it can reflect on you as a person. If you do hand write your letter, obviously make it presentable.
- Use either 'letter' size or A4 size paper for your letter, not the centre pages from your jotter or ring binder paper.
- Make sure you carefully complete your application forms, asking someone to check through your forms for you. If in doubt over spelling or punctuation, complete your form in pencil first.
- Discuss what you want to do with your parents. You don't necessarily have to go for a job which is what you want to do…it may just be an area of interest to you.
- Don't hang about. Places are allocated on a first come first served basis.