**Writing Work Experience Letters**

How do I find a placement?

Method 1: Log onto [https://www.yell.com](https://www.yell.com/)

Method 2: Ask parents / family / friends if they can help with a placement within their place of work.

* Do not forget your address and the date.
* Make sure you apply to the named person (if given) and use the correct address.
* Say what sort of work experience you are applying for.
* Say who told you about the place if it is a friend or family working there.
* Give your age.
* List the qualifications you are taking, this will help the employer understand the type of work you may be interested in.
* Say why you want the experience with them.
* Give details of any skills and experience that you have.
* Give brief details about your main hobbies or interests.

Make sure you finish the letter in the correct manner:

* If you start with 'Dear Mr or Mrs........' finish with Yours sincerely
* If you start with 'Dear Sir or Madam' finish with Yours faithfully

You can either hand write the letter if you have neat, easy to read writing, or type up and print out. Alternatively, you can use the same information to email a prospective placement.

Make a note of all of the different employers/companies that you have written to so that you can check who has responded.

Look at the Sample Letter for ideas to base your letter on.

Your Full Address

Postcode

The Employer’s Name

Full Address

Postcode

Date

Dear Person’s Name or Sir/Madam,

I would like to enquire about the possibility of a work experience placement with your company during the week 4th April to 8th April 2022

I am (age) and a student at Murray Park School. I am studying GCSEs in (list Subjects as appropriate).

I would like to work with you because …. (make it clear how interested you are)

I have …. (list any experience you have e.g. had a paper round for a year, babysit for friends / family, have a part time job in a local shop….)

I am …. (list some of your personal skills and qualities e.g. friendly, reliable, hard working, enjoy meeting people etc.). My personal interests are …. (write down any that might help with your application).

I look forward to hearing from you.

Yours Sincerely (Yours Faithfully if you have addressed the letter to Dear Sir or Madam)

Sign Your Letter

Print Your Name

If you need help with your letter or finding a placement, go to the Careers Centre at break or lunch on Monday or Friday where Mr Taylor and Mrs Balaghan will be available to help you.