

Your Address
Your Email
Your Contact Number

Date:

Companies Address

Dear Sir/Madam, (If you know their name, your letter would end with Yours sincerely)

Reference: Application for a work experience placement from 2nd July to 6th July 2018

My name is Alana Sugar and I attend The Cradley Heath Secondary School. I am a year 10 student and my career aim is to become a childcare worker or primary school teacher.

I would be very grateful if you could offer me the opportunity to undertake a work experience placement at The Dudley Primary School from Monday 2nd to Friday 6th July 2018. This placement will enable me to develop valuable skills to help fulfil my future ambition of working with children.

I have researched your school's core ethos stating each student is valued and respected and I feel I will excel at upholding such values. I am a mature young person who is able to communicate politely and respectfully to people of all ages. I have enhanced these skills through mentoring younger students at my school and supporting my teachers by helping out at parents' evenings. I will feel proud to be given the opportunity to work at The Dudley Primary School.

I am currently studying for a variety of GCSEs. Although I enjoy English and Maths, my Health and Social Care lessons particularly inspire me as I am learning about early years development. I also find drama exciting because it allows me to use my communication skills and be creative. I love a challenge and will be starting my Duke of Edinburgh Award later this year. This will enable me to develop key leadership and team working skills. I am a fast learner and have a very attentive, patient and friendly personality. I always enjoy playing and reading with my younger cousins and find they respond positively to me. All of these factors have helped me to realise that working with children is the right career choice for me.

I am willing to attend an interview and I am also able to provide a character reference if required.

Thank you for considering my request. I look forward to hearing from you.

Yours faithfully,
Miss Alana Sugar