

Your Address

Your Email

Your Contact Number

Your Email

Date

Company Address

Dear Sir/Madam, (Or name).

Reference: Request for work experience placement from 1st - 5th August 2023

I am a year 10 student at Cradley Heath Secondary School, my career aim is to become a primary school teacher.

Please may I enquire, if you are able to offer a work experience placement to be undertaken week commencing Monday 1st-5th August 2023. If I can secure an opportunity this will enable me to learn the valuable skills required to support, my future ambition of working with children.

I am a mature young person who can communicate politely and respectfully to people of all ages. I have started to enhance my skills through mentoring younger students and regularly offering support to my teachers, by helping at parents' evenings. 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 and feel immensely proud to be given the opportunity to attend 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 these factors have helped me to realise that working with children is the right career choice for me.

I will be willing to attend an interview and provide a school character reference if required.

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

Yours faithfully,

Mr Adrian Sugar

(If you know their name, your letter ends with Yours sincerely)