**Work Experience Template Letter/Email  for Students**

**Subject Line:** Request for Work Experience Placement - [Student's Name]

Dear [Name of the Contact Person or Hiring Manager],

I am a [Year 10/11] student at [Name of School], and I am writing to express my interest in completing a work experience placement at [name of organisation]. I am required to undertake a one-week work experience placement to gain practical experience in a professional setting.

I am particularly interested in [industry/field of interest], and your company's reputation in this area has caught my attention. The opportunity to observe and participate in the day-to-day operations of [Company Name] would be an invaluable learning experience for me, allowing me to explore [type of work] as a potential career opportunity.

I am a [tell the company a bit about you and your hobbies and interests and personality to sell yourself]

During my work experience, I would be keen to assist with any tasks or projects assigned to me. I am a quick learner, responsible, and highly motivated to make the most of this opportunity. Additionally, I possess strong [relevant skills, e.g., communication, problem-solving, computer skills, etc.], which would enable me to contribute positively to your team.

I would be grateful if you could consider hosting me for a one-week work experience placement during [preferred dates or range of dates]. I am happy to provide any necessary documentation, such as a letter of recommendation from my school or a parental consent form.

Thank you for your time and consideration.

Yours Sincerely, [Student's Name]

[Contact Information: Email, Phone Number]

***Note:*** *When using this template, students should personalise it by incorporating specific details about their interests, relevant skills, and the company they are approaching.*