

Wimbledon College  
Edge Hill  
Wimbledon  
SW19 4NS

Contact email address: Use your school gmail account

Date:

Dear Sir/Madam (or Mr/Mrs [surname] *is better*),

**Re. Work experience in [Business Name]**

I am writing to ask if it is possible to undertake work experience with you/your company for a period of one week between Monday 17 July – Friday 21 July 2023?

I am currently a student in Year 12 at Wimbledon College studying for my A Level's/BTEC's. My school allows us to undertake work experience in the summer term as part of the School's Work-Related Learning programme.

It is important to me to gain work experience in a business that interests me. I am writing to *[insert business name]* because *[complete with your reason why here. For example, I am especially interested in learning about how a retailer operates and want to understand more about this industry]*. I am particularly interested in working in *[insert type of work]* department because *[complete your answer here. For example, this will introduce me to skills like organising tasks and communicating with customers]*.

I have some prior experience which I think will make me suitable for taking on work experience with your organisation, such as *[fill in relevant skills here. For example, communicating with people and demonstrating leadership skills through my role as Sports Representative of my Tutor Group. I have also played rugby for the School, which demonstrates that I can operate in a team. In my spare time, I am interested in using computers to help my father in his business; in particular I have a good knowledge of Microsoft Word and Excel]*. I am hoping to develop these further whilst working with you.

I would be very grateful if you could respond to let me know if you are able to accommodate me for my work experience. You can contact me by the e-mail address above.

I very much look forward to hearing from you.

Yours faithfully *(if you have used dear Sir/Madam)* OR  
Yours sincerely *(if you have used a person's name)*

*[Your name]*