

WORK EXPERIENCE SAMPLE LETTER

House Number & Street
Town/City
County

Today's date

Person's Name
Position
Company Name
Address

Re: A brief sentence to state what the letter is about. (Transition Year Work Experience)

Dear Sir/Madam (or Mr./Mrs./Ms. if you know the name),

I am a third year student in Loreto Secondary School, Balbriggan, Co. Dublin. During the academic year 2018/2019 I will be participating in the Transition Year Programme. One aspect of this programme is a three week work experience placement. I wish to apply for a work experience placement in your organisation/school/hospital etc. from **Monday, 28th January to Friday, 15th February 2019.**

I am particularly interested in (fill in what career you are interested in) as a career and believe that this placement would provide me with valuable experience. I enjoy working with people and have some computer skills. I would be happy to undertake any tasks assigned to me.

You could include another paragraph here if you wish, giving more details of your hobbies, interests, skills and any work experience you have had.

If you are in a position to offer work experience a Transition Year Co-ordinator will be in contact to liaise with you. A co-ordinator may also visit me while on work experience. For the duration of the placement I will be covered by the school insurance and I will be happy to send you a copy should you require it.

Thanking you in anticipation of a favourable reply.

Yours sincerely

Mary Jane Kenny