**Sample letter for work experience**

**Your name**

**Full Address**

**The Employers name**

**Full Address**

**Date**

Dear Sir/Madam

I am a Transition Year student at St Joseph’s CBS Secondary School Fairview Dublin 3.

I would like to enquire about the possibility of a work experience placement with your **business/organisation** during the school year September 2014 – May 2015. The work experience will take place on a weekly basis (Friday) during term time.

I would like to work at your **business/organisation, (you fill in what is**

**appropriate for your placement) because….. (let them know how interested you are)**

I have**….. (list any experience that you may have e.g. had a paper round for a year, have a part time job in a local shop, worked for your uncle……)**

I am **…... (list some of your personal skills and qualities e.g. friendly, reliable, hard working, punctual, enjoy meeting people etc.)** My personal interests are**……( sports, reading, cycling, fishing etc.)**

I look forward to hearing from you in the very near future.

Thanking you

**(Sign your letter )**