

Henley in Arden School
Stratford Road,
Henley in Arden,
Warwickshire
B95 6AF

Date

Dear Sir/Madam

I am a Year 10 student at Henley in Arden School and I am writing to apply for a work experience placement with you. The school work experience programme runs from 9th to 13th July 2018.

My work experience will be a crucial part of my preparation for life after school and I am very keen to spend it with you.

Use this space to write a few lines about

- ***Your favourite subjects***
- ***Interests in school***
- ***Interests outside of school***
- ***Achievements***

You should also mention why you wish to work at this particular company and how this can help you achieve your future career goals.

Thank you for considering my application and I hope that you can see fit to be able to offer me a placement with you.

Yours faithfully

Your name