

123 Any Street
Anytown, CT 11112
Email: firstlast@gmail.com

Date

Dear.....

I am interested in any opportunities that may be available to undertake a Work Experience placement at I have had experience of working with at and would like to develop some of these skills further. I am interested in a career in after attending university.

I have volunteered as an at the and enjoyed being able to help with in this position, I assisted with a variety of projects and

If you have a work placement available, I would be thrilled to have the opportunity to gain further experience and skills with you.

I am available from to and I would be available to undertake a weeks' work experience at your convenience.

I do hope that you will look on my application favourably. I look forward to hearing from you soon.

Thank you for considering my application.

Yours sincerely,

First Name Last Name