



Sample Letter of Application

(Work Experience)

When you are applying for a work experience placement always present yourself in the best light. It is all about 'selling yourself' well. Be aware that first impressions are very important.

Here are some tips for you to draft out your letter.



Thomas Smith
9 Dewsbury Road
Leeds
LS11 8LU

Your address and the date should be here. Your address must be detailed enough for the company to be able to reply to your letter.

8th January 2019

Always try to address the letter to a named person. If you do not know this information write to 'the manager'.

Mr K Henderson
Personnel Manager
Nissan Motor Manufacturing
7 Washington Rd.
Sunderland
SR5 3NS

If you do not know the person's name write the letter to 'Dear Sir or Madam'.

Dear Mr Henderson

Highlight the subject of your letter so the reader can immediately see what it is about.

Re: Work Experience Placement 3rd - 14th April 2020

My name is Thomas Smith. I am 17 years old and attend Allerton Technical College in Leeds. I am writing because I wish to secure a work experience placement in an automobile manufacturing company next year. I am considering a career in this field and would like to gain some insight into the production process of your company.

Include your name, age and the field you would like to work in. Give a specific placement, you also say why you want to work in this specific field.

I am currently in the penultimate year of my A Level studies and particularly enjoy Mechanical and Process Engineering. Engines and vehicles have always been my passion as my father used to run a garage in which I had the opportunity to learn how to repair engines. I am particularly interested in studying mechatronics engineering when I leave school.

Describe your education so far. Mention any relevant knowledge, qualities, skills or experience that you have and how these will be beneficial in your work placement.

I am an able and hardworking student and have a good record of attendance. I love working on projects in a team and discovering new fields of activity from which I can deepen my technical knowledge and experience. I am eager to face new challenges in a practical working world.

Describe your personality and how it is relevant for the job you want to do.

If you know the person's name use 'sincerely'. If not finish the letter with 'Yours faithfully'.

Thank you for your consideration. I look forward to hearing from you.

Yours sincerely

Say thank you for considering the application. Conclude your letter with 'I look forward to ...'.

Sign AND print your name.

Thomas Smith

Thomas Smith

Enc CV