# Guide to Writing your Letter or Email

Person’s Name **or** HR Dept **or** The Manager

Name and address of the Company

Date

Dear Sir/Madam (or the person’s name if you know it)

## Work Experience

**1st paragraph**

I am a student at the ……………. School in Enfield and I am …. Years old. I have the opportunity to go on work experience for one week from …………… (give the date when your work experience will start) and I wondered if it would be possible for me to work in your company/organisation (use the correct term).

**2nd paragraph**

Briefly say why you want to spend a week with the company or organisation and what you hope to gain from the experience.

* Ideas: you are a well known national/local company … I would like to gain an insight into … I would like to pursue a career in …

**3rd paragraph**

Give details of the subjects you are studying – say which subjects you particularly enjoy and why.

Give details of any activities or areas of responsibility you take part in at school.

* Ideas: sport, clubs, voluntary work, etc

**4th paragraph**

Give details of any interests you have outside of school ie sports, part time work etc.

## Finish

Finish the letter by signing off “Yours faithfully” (or “Yours sincerely” if you know the name of the person you are writing to).

Finally sign the letter with your name printed clearly or typed underneath your signature.