

# Speculative Letter to an Employer Requesting a Work Experience Placement

Your Name  
Home Address Line 1  
Home Address Line 2  
Postcode

Your email address  
Your home telephone number  
Your mobile telephone number

Contact Name  
Job Title (HR Manager, Recruitment Manager or Manager)  
Company Address Line 1  
Company Address Line 2  
Postcode

Date

Dear Name or Sir/Madam,

I am a Sixth Form student from Thorpe St Andrew School and Sixth Form in Norwich. Our school has given me the opportunity to undertake a period of work experience at the very beginning of Year 13: Monday 3 September to Friday 7 September. I am choosing to organise my own placement and I am very much hoping that you are able to offer me a placement within your company/organisation.

The reason(s) why I would like to complete my placement at (company name) is(are) ...

***(Explain why you have chosen to write to them for example, I am interested in finding out more about ... or I would like to gain experience in ... Mention possible apprenticeship/ job/ university applications. You can also use this section to show what you know about the company.)***

At school, I am studying....

My hobbies and interests are ...

***(Tell the company a bit about yourself ;include any responsibilities that you have, both in and out of school. It is really important to not just list what you do, but give examples of what you have learnt as a result of the things that you do)***

I have enclosed a copy of my CV.

I look forward to hearing from you.

Yours faithfully, or Yours sincerely, (if you know the person's name)

***(sign here)***

Your name

## Use this checklist to help you:

Presentation is very important.

Double--check your spellings especially things that do not show up on spell check.

Do not use contractions:

***For example, I'll, I'm, use 'I will' or 'I am'.***

Double--check names and addresses:

***Have you used Mr, Ms, Miss, Mrs consistently?***

Be mindful of your email address; it should be professional:

***jsmith12@gmail.com not wiggly12@gmail.com.***

Make sure telephone numbers have the correct arrangement of digits, brackets and space:

***(01603) 497711 or 07900 123456.***

Double--check the spelling of the company name.

Double--check the spellings of courses or apprenticeships or jobs that you are considering.

Ask someone to check your letter before you send it.

Do not write the equivalent of more than two sides of A4: be concise and to the point.

Does your letter reflect your 'confidence, curiosity, collaboration, communication, creativity, commitment and craftsmanship': the Seven Cs?