

Draft work experience email

Dear Sir/Madam,

I hope you are well. My name is XXXX and I am a Year 10/11 student currently studying for my GCSEs at XXXXX. I am writing to ask whether you might be able to offer a work experience placement on the following dates: XXXXX.

I am a hardworking, reliable, and enthusiastic student who enjoys working as part of a team and supporting others. At school I am studying English, Maths, and XXXX, XXXX, and XXXX, which have helped me develop problem-solving, communication, and organisational skills.

Outside of school I take part in XXXX (for example football/cadets/dance), where I have learned the importance of commitment, teamwork, and taking responsibility.

I am particularly interested in gaining experience within the XXXXXX industry as this links closely to my future career aspirations. I would value the opportunity to observe professionals at work, develop practical skills, and gain a better understanding of the industry. I am happy to help with any tasks required, follow instructions carefully, and contribute in a positive and respectful way.

I am flexible with working hours and can provide any further information you may need from my school. Thank you very much for taking the time to consider my request. I would be extremely grateful for any opportunity you may be able to offer, and I look forward to hearing from you.

Kind regards,

XXXX
Student, XXXXXX School
Email: XXXX
Phone: XXXX