Dear Sir/Madam/To Whom it may concern

My name is [name] and I am enrolled in Year 10 at the Folkestone School for Girls. I am

writing to you as I am currently looking for two consecutive days of work experience

between…

Paragraph 2: say a little about why you’re interested in the industry. This could be because you hope to go into this career in the future, or it is a topic that interests you and you’d like to learn more, or it ties in with something that you are learning right now.

Paragraph 3: suggest what skills you could bring to the company- this will help them to consider what experience they might give that will suit you. Are you well-organised, a good team member, creative, inventive, resilient? Try to give brief examples of two of these, with examples

Our school uses Unifrog to arrange all documents and health and safety processes online,

making it easy to manage placements for businesses, and our Careers Leader, Mr Eke, encourages you to get in touch with any questions at [keke@folkestonegirls.kent.sch.uk](mailto:keke@folkestonegirls.kent.sch.uk)

I hope you are able to support me with my work experience, and I look forward to hearing

from you shortly.

Kind Regards

[Full name]