Dear Sir/Madam [or name],​

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I am a Year 10 student from Old Buckenham High School studying [list of subjects]. ​

I’d like to enquire about a potential work experience placement at [company name], which I will be available to carry out for 5 days from Monday 18th July to Friday 22nd July 2022. ​

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I’m keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field]. ​

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I’m a [relevant skills and attributes], which can be shown in my [real-life examples that demonstrate your skills]. ​

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In my spare time, I like to [list relevant hobbies and interests], and I’ve also had some experience in/am a member of [list any groups/clubs/other work experience].​

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As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name]. ​

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I look forward to hearing from you soon.​

​

Yours faithfully​

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[Your name]