

Buckler's Mead Academy
1 St John's Road
Yeovil
Somerset
BA21 4NH
01935 424454
School Contact: Mrs R Howe

rhowe@bucklersmeadacademy.com

Your email/contact details

Contact Name
Business Name
Address (Street)
Address (Town)
Address (County)
Postcode

Date

Dear Mr/Mrs/Ms Surname

Work Experience

I am a student at Buckler's Mead Academy and I am writing to enquire if I would be able to do my Work Experience placement with you.

The dates for our school Work Experience this year will be Monday 13th July until Friday 17th July 2020.

Write a paragraph detailing:
why you would like to work in this line of work,
why this particular place of employment appeals to you and
any previous experience you may have.

In this paragraph, outline any particular skills or hobbies you have that are relevant to the job you are applying for. Also include any personal attributes (qualities) that you have that might make you stand out from other students.

I would be happy to attend and interview to introduce myself and discuss what would be expected of me and to answer and queries you may have. Provide details of days and times you would be available.

Thank you very much in for considering my application. I look forward to hearing back from you.

Yours sincerely/faithfully,

Your Name