

Henley in Arden School  
Stratford Road,  
Henley in Arden,  
Warwickshire  
B95 6AF

Date

Dear Sir/Madam

I am a Year 10 student at Henley in Arden School and I am writing to apply for a work experience placement with you. The school work experience programme runs from 17<sup>th</sup> to 21<sup>st</sup> July 2023.

My work experience will be a crucial part of my preparation for life after school and I am very keen to spend it with you.

***Use this space to write a few lines about***

- ***Your favourite subjects***
- ***Interests in school***
- ***Interests outside of school***
- ***Achievements***

***You should also mention why you wish to work at this particular company and how this can help you achieve you future career goals.***

Thank you for considering my application and I hope that you can see fit to be able to offer me a placement with you.

Yours faithfully

***Your name***