Recipient

Address 1

Address 2

Town/City

Postcode

Date

Dear

**Work Experience Week: Monday 6th – Friday 10th July 2020**

Thank you for spending the time talking to me recently **– if appropriate**

Please find enclosed my Curriculum Vitae for a work experience placement at……………………

I am interested in working at…………………………………as……………………………..

I have a ………………………………..personality which leads to…………………………..

My interest are….

I volunteer for……..

I am a team member of…….

I do hope my application is successful for this work experience opportunity and enclose the application form that is to be completed at your earliest opportunity, confirming my placement.

Kind regards,

Name

Email

Mobile Number