**INSTRUCTIONS:**

1. **This is a template to help you when contacting companies or individuals to request work experience.**
2. **You can use this as an email template, or a printed letter.**
3. **You need to amend the sections in red to reflect your own skills and interests.**

* **Top tip! Make sure you get a friend, teacher or parent/carer to read your letter for you before you print or send it, to make sure there are no errors.**

Dear [Name of person, or “[company name] team”],

I hope you’re well. My name is [your first name], and I’m currently a [Year 12/Year 13] student at [your school/college and location] studying [your core subjects].

I’m very interested in pursuing a career in [industry/field, e.g., graphic design, film production, game development], and I’m currently preparing my application for university.

As part of this, I’m looking to arrange some work experience to help me gain a better understanding of the industry and develop practical skills. I admire the work that [company name] produces, particularly [mention something specific about the company’s work, project, or values if you can – make sure to check their website], and I would be very grateful for the opportunity to learn from your team.

Would it be possible to arrange a work experience placement with you? I’m keen to gain hands-on experience, learn more about the day-to-day of working in [industry], and contribute wherever I can.

If you have any available opportunities, or if you need any further information from me or a character reference, I’d be very happy to discuss this further.

Thank you very much for your time and consideration. I look forward to hearing from you.

Best regards,  
[Your full name]

[Your contact details – include an email address and a phone number]