



St Peter's Church of England Aided School

Quarry Lane, Exeter, EX2 5AP www.spexe.org (01392) 204 764 school@spexe.org

Your address
Postcode
Date

Name of contact (phone and get a named person)
Name of company
Address
Postcode

Dear (name of person)

Request for Work Experience 12th – 16th July 2021

I am a Year 10 student at St Peter's Church of England Aided School. I am writing to see if it is possible to carry out my work experience with (company), as I am very much like the opportunity to get some real work experience in (retail, construction, education, animal care, medicine, hotel & catering, law; whatever you are applying for). I notice from your website that your company's main activities/projects/services are..... and this is an area I am particularly interested in exploring.

I am fifteen...(Insert age) years old and I am studying the following subjects at GCSE. (list subjects).

If you would like me to attend an interview, I am available after school Monday to Friday or Saturdays.

If you can offer me a Work Experience placement could you please contact Maria Huggett, mhuggett@spexe.org Head of Careers and Work Experience Coordinator, St Peter's Church of England Aided School, Quarry Lane, Exeter, EX2 5AP. Please could you include your company and contact details.

Thank you very much for you time.

Yours sincerely

(Sign here)

'Life to the full for everyone.'