

# Sample Letter for Work Experience

Your Home Address

Telephone Number

Date

Title of person to whom the letter is to be addressed

Address of the organisation

Dear Mr/Mrs/Ms/Dr ..... (if known)

OR

Dear Sir/Madam

I wish to apply for a Work Experience position with you for one week from

Monday 16th June to Friday 20th June 2008, **OR** Monday 8th September to Friday 12th September, 2008

**(Insert week that you have chosen to do your work experience after consideration of which Camp Program you wish to attend)**

I am a student at De La Salle College, Malvern and I am currently in Year .....

## Include information such as:

- Career paths in general (if any)
- VCE plans, i.e. Business, Science, Arts, Humanities, etc
- Reasons for wanting to do Work Experience **in this particular industry**
- Interests and hobbies

If you are prepared to consider me, please contact me on the above telephone number or write to the above address.

If you feel an interview is unnecessary, please complete the enclosed form and return it to our Careers Counsellor Mrs Taylor, at De La Salle College, 1318 High Street, Malvern, 3144. A **'Work Experience Arrangements Form'** will then be forwarded to you.

I look forward to hearing from you.

Thanking you for your cooperation.

Yours faithfully,

**Sign your name.**

**Print your name.**