

Small Heath School
Muntz Street
Small Heath
Birmingham
B10 9RS

Date as postmark

Dear Sir/Madam

I am a Year 10 student at Small Heath School and Sixth Form College and I am writing to apply for a work experience placement with you. The school work experience programme runs from Monday 11 to Friday 15 July 2011.

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.***

If you are happy to offer me a place for my work experience please complete the form attached and return it in the prepaid envelope supplied. I would welcome the opportunity to meet you for an interview before my placement, and I will be in touch shortly to arrange a convenient time.

Yours faithfully

Your name.