[Your Name]

[Address Line 1],

[Address Line 2],

[Town],

[County]

Dear Sir/Madam,

I am a Transition Year student in [School Name], [Town of School]. As part of my program this year I am required to find a work experience placement in an area of employment that interests me as a possible future career.

I have always had a keen interest in [Course or Career] and I have chosen [Subject relating to the course or career] as one of my Leaving Certificate subjects. I hope to study [Course} in college.

I would be most grateful if you would consider me for a work experience placement with [Company/College/Institute Name]. I have attached my CV.

Yours sincerely,

[Your Name]