

[Your Name]
[Your Address]

This section is only if you are posting the letter, If you are emailing it, there is no need to put this information in.

[Today's Date]
[Name of recipient or just company name]
[Company]
[Address]

Dear Sir/Madam,

I am a Transition Year student in Coláiste an Spioraid Naoimh. As part of our transition year program we are required to find a work experience placement in an area of employment that interests us as a possible future career. If your company takes on transition year students I would love to work there from the 6th - 10th of March.

I have always had a keen interest in careers in business and I have chosen business and accounting as some of my Leaving Certificate subjects. I am also taking part in my school's mini-company program this year and have been made accounts manager. I hope to study finance in college.

I would be very grateful if you would consider me for a work experience placement with the Local Enterprise Office. My CV is attached.

Yours sincerely,

[Your Name]