

Title	Sample Student Application Letters for Work Placement
Description	These are a number of sample letters for students to use when applying to an employer/organisation for work placement.
User	Students applying for work placements
Goal	To provide the student with suggested ways to write a letter of application to employers/organisations in order to secure a work placement. It also provides the college/VET provider with a consistent approach for students applying for work placements.
Objective	Allows the students to be confident in their approach to writing a letter of application to secure a work placement
Method	This can be completed electronically
Recommended Use	When trying to secure a work placement with an employer/organisation, students should be professional when making the initial contact with an employer/organisation. These suggested letters will assist students in achieving the level of professionalism required.
When	When students are making initial contact with employers/organisations in order to secure a work placement.
Language	English
Further links	

Sample Student Application Letters for Work Placement

VET Provider/College Name

VET Provider/College Address

Today's Date

Employer Name

Employer Address

Dear *(insert name)*

I wish to apply for work experience with your organisation for the duration of *(insert number of days)* working days, from *(insert date)* to *(insert date)* inclusive.

At present I am studying at *(insert college name)* and my chosen course of study is *(insert course name)*. Work Experience is a mandatory module on this course.

I would be very grateful if you could arrange some work experience for me in the area *(insert field area.)*

Please find enclosed a recent edition of my Curriculum Vitae.

I look forward to hearing from you.

Yours sincerely

(Insert Student Name)

VET Provider/College Name

VET Provider/College Address

Today's Date

Employer Name

Employer Address

Dear *(insert name)*

I am a student *(insert course name)* at *(insert college name)*. On this course among other subjects we study *(insert relevant subject areas)*.

As part of the course we are required to do work for *(insert number of days)* days in an area relevant to our course. The work experience is non-remunerated and is scheduled to run for *(insert number of weeks)* weeks from *(insert date)* to *(insert date)*.

Therefore, I wish to apply to do my work experience with *(insert name of employer/organisation)* as I am interested in pursuing a career in *(insert name of career)* when I complete my studies in *(insert name of college)*. I can assure you of my reliability, enthusiasm and willingness to participate in any workplace task assigned to me.

Enclosed please find a copy of my Curriculum Vitae giving full details of my education and experience to date. I will be pleased to supply references and further information if required.

I hope you will consider my request favourably and I look forward to hearing from you.

Yours sincerely

(Insert Student Name)

VET Provider/College Name

VET Provider/College Address

Today's Date

Employer Name

Employer Address

Dear *(insert name)*

I wish to apply to *(insert employer/organisation name)* for work experience in the area of *(name field/work area)*. I am a student of *(insert college name)* and I am doing a *(insert name of course)*. A mandatory part of this course is a *(insert number of weeks)* week work placement in an area relevant to the course.

This year the work placement is scheduled to run from *(insert date)* to *(insert date)* inclusive. The work experience is non-remunerated.

Enclosed please find a copy of my Curriculum Vitae and some information about the course and our work experience programme. I will be pleased to supply references and further information if required.

I hope you will consider my request favourably and look forward to hearing from you.

Yours sincerely

(insert Student Name)

VET Provider/College Name

VET Provider/College Address

Today's Date

Employer Name

Employer Address

Dear *(insert name)*

I wish to apply to your company for work experience in the area *(insert field/work area)*. I am a student of *(insert course name)* at *(insert college name and address)*. Work Experience is a mandatory part of my course.

I would be very grateful if you would consider me for a position with your company for a *(insert number of weeks)*-week period from *(insert date)* to *(insert date)*.

I enclose a copy of my Curriculum Vitae and a letter from the Principal explaining the Work Experience Programme.

Yours sincerely

(Insert Student Name)