Work experience letter example

Alex Jones

57 Derwent Way

Matlock

DE5 4NA

01/12/23

YHA England & Wales - National Office

Trevelyan House,

Dimple Rd,

Matlock

DE4 3YH

Dear Sir/Madam,

I am a year 10 student from Highfields School, studying English; Maths; Science; Music; French; Art and History.

I’d like to enquire about a potential work experience placement at YHA England & Wales - National Office, which I will be available to carry out for 1 week from 1st July 2024 to 5th July 2024.

I’m keen on gaining some practical work experience in Charity administration because I am interested in developing my understanding of the roles and tasks involved in the running of the YHA charity.

I’m a reliable and hardworking team member, which can be shown in my previous experience and commitment to performing in our school music concerts.

In my spare time, I like to explore the local wilderness, and I’ve also had some experience in leading a team during my time in the school band.

As an enthusiastic student with a keen interest in what your organisation does, as well as an interest to progress within this industry, I would be very grateful to be considered for an opportunity at YHA England & Wales - National Office.

I look forward to hearing from you soon.

Yours faithfully,

Alex Jones