

Year 9 Writing A Formal Letter

You are being asked to write an application for a work experience placement. In order to do this, you need to stop and think for a moment first about where you might like to spend a week on work experience, and why this might help you with your studies or with finding out what kind of job you might like to do.

After a polite opening, your letter will start with two or paragraphs which describe your interests in the kind of work the company does. This might include some personal material about yourself and your interests.

In the second half of the letter you will ask, politely but persuasively, for an opportunity to spend a work experience week with the company. You might like to say what you would expect from the week.

Your letter will need a polite conclusion.